

# **Summer 2008 Course Schedule Information**

**Please note that this text-based version of the Summer 2008 Course Schedule contains only student and registration information. To view a listing of the classes being offered during the Summer 2008 semester, please log on to <http://banner.tamucc.edu/schedule>.**

## Islanders Start Here: Set up Your Student ID and E-Mail

### GETTING YOUR STUDENT ID

In order to protect the privacy and security of Texas A&M University-Corpus Christi students, our University provides all students with a unique, assigned identification number. This number will serve as your universal student ID during the course of your attendance at TAMU-CC, and will be used to verify your identity in lieu of your Social Security number.

To obtain your Student ID (also sometimes called your *Banner ID*, as this is the name of the system that generates and stores this ID) you can do either of the following:

Go online: Our University has a secure site that can be accessed via the SAIL student portal at <http://sail.tamucc.edu>. This secure link is located in the left-hand column of the SAIL home page and can be accessed by clicking the *My Student Banner ID* link. Once clicked, you will be prompted to enter your Social Security number and your PIN (see Getting Your PIN below for more information).

Contact Admissions and Records: You can contact the Office of Admissions and Records by phone or visit in person to obtain your Student ID. Simply call 361.825.7024, or stop by their offices, located on the first floor of the Student Services Center (also known as the *Round Building*).

Be sure to memorize your Student ID and/or store it in a safe, secure location.

### GETTING YOUR PIN

As a new student, your personal identification number (PIN) is auto-set to your date of birth in the format of MMDDYY.

If you have any problems obtaining your Student ID and/or PIN, please contact the Office of Admissions and Records at [admiss@tamucc.edu](mailto:admiss@tamucc.edu) or by phone at 361.825.7024.

### ACCESSING YOUR ISLANDER E-MAIL ACCOUNT

Your Islander student e-mail address will serve as a critical component of our University's ability to communicate with you. Via this e-mail address, you will receive official University correspondence, billing notifications, and emergency announcements (in case of a campus emergency).

### ACTIVATING YOUR ACCOUNT

1. Log on to <http://newuser.tamucc.edu>.
2. Select Islander Student E-mail. Scroll down and enter your Student ID and your birth date in the format of MMDDYYYY. Click Submit.
3. Congratulations! You have now activated your Islander student e-mail account. You will be provided with your e-mail UserID and password. You may print or write down this information, as you will need both to log in to your e-mail account.

Please allow 3-5 minutes to pass before proceeding to the next step. This will allow the e-mail server time to complete your request.

### LOGGING INTO YOUR ACCOUNT

4. Go to <http://islander.tamucc.edu/mail> to log in to your Islander student e-mail account.
5. In the Name field, enter the UserID you were given when you activated your e-mail account. In the Password field, enter the e-mail password you were given. Click Submit.
6. Congratulations! You have now logged into your Islander e-mail account!

From here, you may check your e-mail messages and edit your current e-mail settings. To learn more, see our complete Islander e-mail user guide at <http://islander.tamucc.edu/islander-email.pdf>.

Your password will expire at the end of every semester. You may reset your password using Steps 1-3 above. Aside from password expiration, you will be able to use your Islander e-mail account during the entire course of your attendance, as well as up to five years after your last term of enrollment.

Having problems with your Islander e-mail account? Contact our Student Computer Help Desk by phone at 361.825.5618.

## CAMPUS DIRECTORY

<u>Office</u>	<u>Location</u>	<u>Telephone</u>
ACADEMIC ADVISING	Refer to Page 10	
ACADEMIC TESTING	Student Services Center .....	361.825.2334
ADMISSIONS & RECORDS	Student Services Center .....	361.825.7024
BOOKSTORE	University Center .....	361.825.2603
BUSINESS OFFICE	Student Services Center .....	361.825.2600
CAREER PLANNING AND PLACEMENT	University Center .....	361.825.2628
COLLEGE OF BUSINESS	Faculty Center .....	361.825.2655
COLLEGE OF EDUCATION	Faculty Center .....	361.825.2662
COLLEGE OF LIBERAL ARTS	Faculty Center .....	361.825.2651
COLLEGE OF NURSING AND HEALTH SCIENCES	Faculty Center .....	361.825.2648
COLLEGE OF SCIENCE & TECHNOLOGY	Faculty Center .....	361.825.5777
CORE CURRICULUM PROGRAM	Faculty Center .....	361.825.2150
DEAN OF STUDENTS	University Center .....	361.825.2612
DISABILITY SERVICES	Driftwood .....	361.825.5816
FINANCIAL ASSISTANCE	Student Services Center .....	361.825.2338
GRADUATE STUDIES AND RESEARCH	Natural Resources Center .....	361.825.2177
HOUSING	Camden Miramar Apartments .....	361.825.5000
LIBRARY	Bell Library .....	361.825.2643
MULTICULTURAL PROGRAMS	University Center .....	361.825.5778
PUBLIC AFFAIRS	University Services Center .....	361.825.2335
RECREATIONAL SPORTS	Moody Sustainers Field House .....	361.825.2454
STUDENT ACTIVITIES	University Center .....	361.825.2707
TUTORING & LEARNING CENTER	Bell Library 216 .....	361.825.5933
UNIVERSITY COUNSELING CENTER	Driftwood .....	361.825.2703
UNIVERSITY HEALTH CENTER	Sandpiper .....	361.825.2601
UNIVERSITY POLICE	Physical Plant .....	(24 Hours) 361.825.4444
VETERANS AFFAIRS OFFICE	Student Services Center .....	361.825.2331

## SUMMER SESSION I 2008 CALENDAR

Summer Sessions I and II contain 2.5 week sessions, 5 week sessions, a 7.5 week session, and a 10 week session. Please check the beginning and ending dates of the course before registering. Finals are scheduled on the last day of class during each summer session.

April 07-May 31      SAIL REGISTRATION FOR SUMMER SESSION I 2008  
Monday through Friday, from 7:00 A.M. to 11:55 P.M. (See SAIL Registration section for instructions.)

May 06      <<< DEADLINE TO APPLY FOR SUMMER TERM (August) 2008 GRADUATION >>>

May 13      EMERGENCY LOANS available for Summer Session I 2008

MAYMESTER IS MAY 15 through MAY 29, 2008. SAIL REGISTRATION IS AVAILABLE APRIL 07 through MAY 14.

May 14 LAST DAY TO WITHDRAW FROM ALL MAYMESTER (2½ week) COURSES AND RECEIVE 100% REFUND OF TUITION AND FEES

BILLS WILL NOT BE MAILED TO STUDENTS. You may view bills on SAIL. Payment is due May 27, 2008 by end of business day.

FOR FIRST YEAR STUDENT ORIENTATION AND TRANSFER TRANSITION WORKSHOP INFORMATION, please visit our website at <http://orientation.tamucc.edu>.

May 26      MEMORIAL DAY-Campus Closed

May 27      PAYMENT DUE FOR SUMMER SESSION I 2008--Tuition and fees are due by end of business day for all registered students. Failure to make arrangements for payment may result in cancellation of your courses. Starting this date, payment is due at the time of registration.

June 01      LAST DAY TO WITHDRAW FROM ALL CLASSES for Summer Session I and receive 100% refund of tuition and fees for 5-week session

June 02      CLASSES BEGIN  
ON SITE LATE REGISTRATION (\$25.00 late registration fee) begins and ADD/DROP continues at the Office of Admissions and Records. Payment is due at the Business Office upon registration.  
FIRST DAY to receive 100% refund under University Bookstore Book Return Policy  
LAST DAY to receive 80% refund on tuition and fees (complete withdrawals only\*\*\*) for 5-week session

June 03      LAST DAY TO LATE REGISTER OR ADD A CLASS  
LAST DAY to receive 50% refund on tuition and fees (complete withdrawal only\*\*\*) for 5-week session

June 04      3RD CLASS DAY-(Census Date)-(5-week session)  
LAST DAY to drop a course without record entry for 5-week session  
LAST DAY for students dropping courses (yet remaining in other SSI courses) to receive refund on tuition and fees for 5-week session  
NO MORE REFUNDS for complete withdrawals for 5 week session  
LAST DAY to receive 100% refund under University Bookstore Book Return Policy

June 20      LAST DAY TO DROP A COURSE for Summer Session I 2008--(5-week session)

June 24      EMERGENCY LOAN payments due for Summer Session I 2008 by end of business day.  
Late payments will be assessed a \$25.00 fee per loan.

July 01      LAST DAY TO WITHDRAW for Summer Session I 2008--(5 week session)

July 03      LAST DAY OF CLASS for Summer Session I 2008--(5 week session)  
FINAL EXAMINATIONS for Summer Session I 2008--(5-week session) will be scheduled on the last day of class.

July 4      HOLIDAY-Campus Closed

July 17 LAST DAY TO WITHDRAW for Summer Session I 2008--(7.5-week session).

August 05 LAST DAY TO WITHDRAW for Summer Session I 2008--(10-week session).

SUMMER SESSION II 2008 CALENDAR

April 07-July 06 SAIL REGISTRATION FOR SUMMER II 2008  
Monday through Friday, 7:00 A.M. to 11:55 P.M. (See SAIL Registration section for instructions.)

**BILLS WILL NOT BE MAILED TO STUDENTS.** You may view bills on SAIL. Payment is due July 01, 2008 by end of business day.

June 26 EMERGENCY LOANS available for Summer Session II 2008

July 01 PAYMENT DUE FOR SUMMER SESSION II 2008--Tuition and fees are due by end of business day for all registered students. Failure to make arrangements for payment may result in cancellation of your courses. Starting this date, payment is due at the time of registration.

July 04 HOLIDAY-Campus Closed

July 06 LAST DAY TO WITHDRAW FROM ALL CLASSES for Summer Session II 2008 and receive 100% refund of tuition and fees for 5-week session

July 07 CLASSES BEGIN  
ON SITE LATE REGISTRATION (\$25.00 late registration fee) begins and ADD/DROP continues in the Office of Admissions and Records. Payment is due at the business office upon registration.  
FIRST DAY to receive 100% refund under University Bookstore Book Return Policy.  
LAST DAY to receive 80% refund on tuition and fees (complete withdrawals only\*\*\*) for 5-week session.

July 08 LAST DAY TO LATE REGISTER OR ADD A CLASS  
LAST DAY to receive 50% refund on tuition and fees (complete withdrawals only\*\*\*) for 5-week session.

July 09 3RD CLASS DAY-(Census Date)-(5-week session).  
LAST DAY to drop a course without record entry for 5-week session  
LAST DAY for students dropping courses (yet remaining enrolled in other Summer II courses) to receive a refund on tuition and fees for 5-week session  
LAST DAY to receive 100% refund under University Bookstore Book Return Policy  
NO MORE REFUNDS for complete withdrawals

July 25 LAST DAY TO DROP A COURSE for Summer Session II 2008-(5-week session)

July 29 EMERGENCY LOAN payments due for Summer II 2008 by end of business day  
Late payments will be assessed a \$25.00 fee per loan.

August 05 LAST DAY TO WITHDRAW for Summer Session II 2008--(5-week session only)

August 07 LAST DAY OF CLASS-Summer Session II 2008-(5-week session)  
FINAL EXAMINATIONS for Summer Session II 2008 (5-week session) will be scheduled on the last day of class  
DEADLINE TO APPLY FOR FALL TERM (December) 2008 GRADUATION

August 09 SUMMER 2008 COMMENCEMENT-AMERICAN BANK CENTER (Saturday)

Regular Business Hours for Student Services Center-- 8:00 A.M. to 7:00 P.M. Monday through Thursday, 8:00 A.M. to 3:00 P.M. Friday.  
Hours are subject to change. The Business Office has an after-hours payment lock box available to the right of the front entrance door of the Student Services Center.

\*\*\* TWO AND ONE-HALF-WEEK SESSIONS ONLY -- Last day to drop a course with a grade of "W" is the 6th class day.

\*\*\* For Summer Sessions I and II, refunds for complete withdrawals other than the 5-week session, will be prorated according to their duration (per session) of classes. For the prorated amounts, please contact the Business Office. 100% refund period under the Book Return Policy is between the 1st Class Day and the 3rd Class Day (Census Day).

\*\*\* If you are receiving financial aid, please contact the Financial Assistance Office BEFORE withdrawing.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Texas A&M University-Corpus Christi complies with the Family Education Rights and Privacy Act of 1974 (FERPA) and with the Texas Public Information Act. FERPA is a federal law that is intended to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal or formal hearings.

The University maintains two types of student educational records: directory information and student records. Directory information is considered public information and will be released by the University upon request, in accordance with existing law. This public information includes: home address, local address, local telephone number, classification (Jr., Sr., etc.), citizenship, major, dates of attendance, full or part-time attendance, degree (if any), date of graduation, and other similar information.

If you have any questions, please contact the Office of Admissions and Records at (361) 825-7024 or 1-800-4TAMUCC (1-800-482-6822).

## GRADUATION APPLICATION

Candidates for graduation should make an appointment with their academic advisor to apply for graduation.

The application for graduation is not transferable to another term. If the student does not graduate, the application will be canceled and a new application must be submitted for the new graduation term. All financial obligations to the University must be paid in full prior to graduation.

### GRADUATION APPLICATION DEADLINES:

The deadline to apply for August (Summer term) 2008 graduation is May 6, 2008.

The deadline to apply for December (Fall term) 2008 graduation is August 7, 2008.

## OFFICE OF ADMISSIONS AND RECORDS

Students seeking undergraduate admission to Texas A&M University-Corpus Christi must apply through the Office of Admissions and Records. All correspondence should be addressed to the Office of Admissions and Records, Texas A&M University-Corpus Christi, 6300 Ocean Drive, Unit 5574, Corpus Christi, Texas 78412. Each applicant is responsible for ensuring that all required admissions supporting documentation is submitted officially to the Office of Admissions & Records in accordance with specific requirements published in the University Catalog. The regular admission deadline for Summer 2008 is May 15, 2008. For further information, please call the Office of Admissions and Records at (361) 825-7024 or 1-800-4TAMUCC (1-800-482-6822).

## RETURNING TEXAS A&M UNIVERSITY-CORPUS CHRISTI STUDENTS

The following guidelines for returning students apply:

1. Students who have not been enrolled at the University for the past year must reapply for admission.
2. Former students who have earned a degree, or students who have just graduated from Texas A&M University-Corpus Christi and want to re-enroll, must reapply for admission.
3. Students seeking to change their majors must contact the Office of Admissions and Records or the Academic Advisor for the new major.

## TEXAS RESIDENCY STATUS

It is the responsibility of the student to register under the proper residence status. If there is any question about the residency status the student has declared (Texas resident or non-resident) for purposes of tuition, it is the obligation of the student to inquire prior to or at the time of enrollment, for official determination by the Director of Admissions and Records. Application for reclassification of residency status must be submitted at the time of registration. Changes effective for the current semester will not be processed after the Census Date.

## TESTING

The Texas Success Initiative is a state-legislated program that requires students to be assessed in reading, writing, and math skills prior to enrolling in a Texas public institution and to be advised based on that assessment. The Texas Higher Education Coordinating Board (THECB) has approved the ASSET, COMPASS, ACCUPLACER and the THEA as acceptable assessment instruments for entering students. Texas A&M University-Corpus Christi administers only the THEA and COMPASS, but accepts scores from any of the alternative assessments. If you are a undergraduate student in a public community college or university in Texas, you are required to

take the test unless you qualify for an exemption. \*Students transferring from an out-of-state or private university, regardless of their undergraduate classification, are also subject to this requirement.

If you fail one or more portions of the THEA and have 60 or more cumulative college level hours in the current semester, you may not be permitted to enroll in any senior level courses (4000 level) until you pass the developmental program. You must enroll in appropriate developmental classes. Placement and participation in developmental education is determined on an individual basis for students by the Tutoring and Learning Center. Students may contact an Intervention Specialist at 825-2977 or go by their office (Library 218 A-1). Students may retest to meet the TSI standard. Institutions may consider performance in developmental education, performance in college-level courses, and performance on an assessment instrument in determining college readiness.

\* For questions regarding TSI exemptions, please contact the Office of Academic Testing at (361) 825-2334 or visit with us in the Student Services Center Room 210.

**FINANCIAL AID ADVISORS**  
For appointments call 825-2338

ADVISOR NAME	STUDENT LAST NAME	FA PROGRAM	ROOM #	EXTENSION 361-825-XXXX	E-MAIL
Cecilia DeLaGarza	A – E	Athletics- State Grants	SSC 119	3451	<a href="mailto:Cecilia.delagarza@tamucc.edu">Cecilia.delagarza@tamucc.edu</a>
Lucy Odell	F – J	Work-Study	SSC 117	2752	<a href="mailto:Lucy.odell@tamucc.edu">Lucy.odell@tamucc.edu</a>
Elsa Garcia	K – N	Student Loans - Perkins	SSC 114	5836	<a href="mailto:Elsa.garcia@tamucc.edu">Elsa.garcia@tamucc.edu</a>
Penny Long	O – R	Veterans, CAL, B- on-Time	SSC 115	5621	<a href="mailto:Penny.long@tamucc.edu">Penny.long@tamucc.edu</a>
Rita Perez	S – Z	Pell Grant, ACG, SMART	SSC 116	2330	<a href="mailto:Rita.perez@tamucc.edu">Rita.perez@tamucc.edu</a>
Bradley Moore		Outreach Advisor	SSC 205	5622	<a href="mailto:Bradley.moore@tamucc.edu">Bradley.moore@tamucc.edu</a>
Estella Vasquez		Loan Coordinator	SSC 113	2759	<a href="mailto:Estella.vasquez@tamucc.edu">Estella.vasquez@tamucc.edu</a>
Belinda Suarez		Loan Specialist II	SSC 113	5912	<a href="mailto:Belinda.suarez@tamucc.edu">Belinda.suarez@tamucc.edu</a>

You will receive all official University correspondence, billing, and financial aid notifications via your Islander student E-mail address. For more information, please refer to “Islanders Start Here: Set up Your Student ID and E-Mail Account” found on the inside front cover of the schedule.

## COMPLETING AN AWARD FOR A STAFFORD LOAN VIA TG LOANS BY WEB™

### Keep in mind:

- You can only receive a loan by completing an application through TG Loans By Web. If you do not have access to a computer with an Internet connection, contact your school's financial aid office or TG. Refer to the contact information below.
- If this is your first Stafford student loan, you have to complete an entrance loan counseling session online or in person.
- Be prepared to provide the name, address, and phone number of two references.
- Provide a valid e-mail address, to ensure the prompt delivery of your loan information.
- Download Adobe Acrobat to print your Master Promissory Note (MPN), the Borrower's Rights and Responsibilities and Addendum. You can download the program for free at [www.adobe.com](http://www.adobe.com).
- You have the option to electronically sign (E-Sign) a Master Promissory Note (MPN) with certain lenders. To do so, obtain a Department of Education personal identification number, or PIN, at [www.pin.ed.gov](http://www.pin.ed.gov).
- Do not send signed MPNs to your school. Your school is notified of your loan electronically.
- Understand that TG communicates important loan processing information via e-mail. Promptly read and act upon e-mails from TG (Texas Guaranteed) and TG Customer Assistance -- [cust.assist@tgslc.org](mailto:cust.assist@tgslc.org).

### Instructions

1. Open your Web browser and go to TG Loans By Web at <https://lbw.tgslc.org>.
2. Select the appropriate radio button: *"I am an Undergraduate Student Borrower"* or *"I am a Graduate Student Borrower"*.
3. Log in using your Social Security Number and Date of Birth.
4. Entrance loan counseling: If this is your first Stafford student loan, you may be prompted to complete online entrance loan counseling. To do so, click Entrance Counseling. When you complete counseling, write down the confirmation number for future reference. Follow the prompts on the screen, and then continue with the TG Loans By Web process.
5. On the Main Menu, select Complete a loan award. Select an award under Option 1.
6. Update your Personal Information.
7. Enter information for your References, including addresses and phone numbers.
8. Select your Lender. Your school provides the list of preferred lenders. Lenders that accept electronic signatures for loans are designated with an asterisk (\*).
9. Review your Loan Award Information. Fill in the necessary fields. Click Previous to make changes to the other screens.
10. Select whether you want to "Print the application packet on your local printer or E-Sign," OR have "TG mail the application packet to you". Click Submit.
11. Verify the information on the Submit... screen. Click Guarantee to submit the award.
12. Follow the instructions on the Results... screen. If you selected an E-Sign lender, click on the link(s) provided, to sign your Master Promissory Note (MPN).
13. If you did not E-Sign for the loan, sign, date, and mail one copy of your printed MPN—included in your application packet—to your lender. Your lender will not distribute your loan funds until it receives your signed MPN. If you already signed a MPN for this lender you may not have to sign another note.
14. If you have another award to complete, click Back or Main Menu. If not, Logout.

### Contact Information

TG P.O. Box 83100 Round Rock, Texas 78683-3100 Phone: .1800.845.6267 E-mail: <a href="mailto:cust.assist@tgslc.org">cust.assist@tgslc.org</a>	Texas A&M University-Corpus Christi Office of Student Financial Assistance 6300 Ocean Drive, Unit 5772 Corpus Christi TX 78412-5772 Phone: 361.825.2338
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ACADEMIC ADVISING & RELATED ACADEMIC SUPPORT STAFF

NAME	MAJORS/MINORS	ROOM	EXTN.	E-MAIL
<b>COLLEGE OF LIBERAL ARTS</b>				
Appointments: Call 825-3466				
Crawford, Natasha	ENGL, HIST, SPAN, PHIL	DW203A	3466	<a href="mailto:Natasha.crawford@tamucc.edu">Natasha.crawford@tamucc.edu</a>
DuBose, Joy	PSYC	DW204A	3466	<a href="mailto:Madeline.dubose@tamucc.edu">Madeline.dubose@tamucc.edu</a>
Ramirez-Pena, Amanda	ART, COMM, MUSI, and THEA	DW204E	3466	<a href="mailto:Amanda.ramirez@tamucc.edu">Amanda.ramirez@tamucc.edu</a>
Stanley, Rachelle	GRADUATE PROGRAMS	DW203E	3466	<a href="mailto:Rachelle.stanley@tamucc.edu">Rachelle.stanley@tamucc.edu</a>
Walker, Nelda	CRIJ, ECON, POLS, and SOCI	DW204E	3466	<a href="mailto:Nelda.walker@tamucc.edu">Nelda.walker@tamucc.edu</a>
<b>COLLEGE OF BUSINESS</b>				
Appointments: Call 825-2653				
Royo, Albert	ALL: A-F	FC108	2404	<a href="mailto:Alberto.royo@tamucc.edu">Alberto.royo@tamucc.edu</a>
Palacios, Elizabeth	ALL: G-O	FC120	2291	<a href="mailto:Elizabeth.palacios@tamucc.edu">Elizabeth.palacios@tamucc.edu</a>
Fischer, Katharine	ALL: P-Z	FC118	6018	<a href="mailto:Katharine.fischer@tamucc.edu">Katharine.fischer@tamucc.edu</a>
Polansky, Sharon	Director of Masters Programs	FC 107	2655	<a href="mailto:Sharon.polansky@tamucc.edu">Sharon.polansky@tamucc.edu</a>
<b>COLLEGE OF EDUCATION</b>				
Appointments: Call direct extension				
Bergman, Debbie	All Levels: A-E	FC 201	5719	<a href="mailto:Debbie.bergman@tamucc.edu">Debbie.bergman@tamucc.edu</a>
Cavazos, Peter	All Levels: F-L	FC201	2432	<a href="mailto:Peter.cavazos@tamucc.edu">Peter.cavazos@tamucc.edu</a>
Bailey, Barton	All Levels: M-R	FC201	2968	<a href="mailto:Barton.bailey@tamucc.edu">Barton.bailey@tamucc.edu</a>
Strand, Alphee	All Levels: S-Z	FC201	2645	<a href="mailto:Alphee.strand@tamucc.edu">Alphee.strand@tamucc.edu</a>
Ramirez, Gilda	Dir. Student Services and Finances	FC201	6062	<a href="mailto:Gilda.ramirez@tamucc.edu">Gilda.ramirez@tamucc.edu</a>
<b>COLLEGE OF NURSING &amp; HEALTH SCIENCES</b>				
Appointments: Call direct extension				
Santillan, Angelica	NURS and HLSC A-L	FC162	2461	<a href="mailto:Angelica.santillan@tamucc.edu">Angelica.santillan@tamucc.edu</a>
Garcia-Dubose, Johanna	NURS and HLSC M-Z	FC165	3748	<a href="mailto:Johanna.garcia@tamucc.edu">Johanna.garcia@tamucc.edu</a>
Rushing, Rita	NURS E-LINE	FC167	3493	<a href="mailto:Rita.rushing@tamucc.edu">Rita.rushing@tamucc.edu</a>
Wonders, Christine	NURS-Masters	FC166	5893	<a href="mailto:Christine.wonders@tamucc.edu">Christine.wonders@tamucc.edu</a>
<b>COLLEGE OF SCIENCE &amp; TECHNOLOGY</b>				
Appointments: Call 825-5777/6094				
Ashworth, Martha	CHEM, GEOL, ESCI, MS ESCI, and PhD CMSS	FC170	3721	<a href="mailto:Martha.ashworth@tamucc.edu">Martha.ashworth@tamucc.edu</a>
Bayarena, Olivia	COSC and MS-COSC	FC169	5723	<a href="mailto:Olivia.bayarena@tamucc.edu">Olivia.bayarena@tamucc.edu</a>
Emanuel, Ronnie	BIMS, MS MARI, and MS BIOL	FC171	2654	<a href="mailto:Ronnie.emmanuel@tamucc.edu">Ronnie.emmanuel@tamucc.edu</a>
Gerland, Aaryn	BIOL	FC173	2351	<a href="mailto:Aaryn.gerland@tamucc.edu">Aaryn.gerland@tamucc.edu</a>
Olivarez, Ida	ENTC, GISC, MATH, and MS MATH	FC168	5797	<a href="mailto:Ida.olivarez@tamucc.edu">Ida.olivarez@tamucc.edu</a>
<b>ACADEMIC ADVISING TRANSITION CENTER</b>				
Appointments: Call 825-5931				
Hill, Pat	Director of Transition Center	SSC 214	5931	<a href="mailto:Patricia.hill@tamucc.edu">Patricia.hill@tamucc.edu</a>
DuBose, Larry	Undeclared Student	SSC214	3069	<a href="mailto:Larry.dubose@tamucc.edu">Larry.dubose@tamucc.edu</a>
Milligan, Jerilee	Transfer Student	SSC 214	2257	<a href="mailto:Jerilee.milligan@tamucc.edu">Jerilee.milligan@tamucc.edu</a>
<b>Transfer and International Student Advisor</b>				
Griffith, Karin	Transfer and International Students	SSC100	2258	<a href="mailto:Karin.griffith@tamucc.edu">Karin.griffith@tamucc.edu</a>
<b>NCAA Compliance Officer-University Athletics</b>				
Secord, John	All Student Athletes	CE216B	5573	<a href="mailto:John.secord.@tamucc.edu">John.secord.@tamucc.edu</a>

## SAIL WEB REGISTRATION

Registration takes place in two phases: SAIL Web Registration and On Site Late Registration. Students are encouraged to use SAIL registration whenever possible.

**WHO CAN USE SAIL?** The system is open to students without THEA holds, continuing students in good academic standing, and students without registration restriction holds.

**WHEN IS IT AVAILABLE?** SAIL is available Monday through Friday, and most weekends from 7:00 A.M. to 11:55 P.M.

Priority Access Schedule: Access to SAIL is by student classification as follows:

		Begins	SSI Ends	SSII Ends
GD	Graduate, Doctoral	April 07	- June 01	July 06
GM	Graduate, Masters	April 07	- June 01	July 06
PB	Post-Baccalaureate	April 08	- June 01	July 06
SR	Senior	April 08	- June 01	July 06
JR	Junior	April 09	- June 01	July 06
SO	Sophomore	April 10	- June 01	July 06
FR	First Year Students	April 11	- June 01	July 06

**WHAT IF SAIL REGISTRATION TELLS YOU THAT YOU ARE NOT ELIGIBLE TO REGISTER?**

1. Check SAIL to see if you have attempted registration before your classification start date.
2. You may have a registration hold.
3. Your records may not be active for this term.
4. You may be calling at a time when SAIL is not available (after hours).
5. If you are a candidate for graduation, you will need to reapply before you can register.

Call (361) 825-7024 for information and assistance. This help is available Monday through Thursday 8:00 A.M. to 7:00 P.M. and Friday 8:00 A.M. to 3:00 P.M. (Hours are subject to change.)

### \*\*\*MEETING DAYS KEY\*\*\*

M = MONDAY      T = TUESDAY      W = WEDNESDAY      R = THURSDAY      F =  
FRIDAY

S = SATURDAY      U = SUNDAY

(EX: TR MEANS THE CLASS MEETS TUESDAYS AND THURSDAYS)

## SAIL WEB REGISTRATION INSTRUCTIONS

If you have a computer with internet access, you may register via the SAIL website:

- STEP 1. Log on to: <http://sail.tamucc.edu>  
STEP 2. Click on: Login to Student Services  
STEP 3. Enter your Student ID# (Please review instructions for obtaining a Student ID inside the front cover of the schedule).  
Click the tab key and enter your PIN # (Date of birth, including leading zero. For example, if your birth date is June 3, 1971, your PIN # would be 060371.) Click on Log In.

At the Student Services Main Menu:

1. Select Student and Financial Aid
2. Select Registration

At the Registration menu:

1. Select DROP/ADD Classes
2. Select the Term (Summer I 2008 or Summer II 2008) and click on Submit
3. Add the courses by entering the course(s) CNR number in the box
4. Click on Submit Changes

#### TO DROP A COURSE:

1. Select the Web Drop function in the Action field next to the course you wish to drop
2. Click on submit changes

If no options are available in the Action field, the course(s) cannot be dropped.

For further assistance, please call the Office of Admissions and Records at (361) 825-7024.

To Pay (by credit card or check) , to view your billing account, or enroll in an installment payment plan:

1. Select Student and Financial Aid
2. Select Student Account
3. Select Bill/Payment Suite

For further assistance, please call the Business Office at (361) 825-2600.

#### ORIENTATION REGISTRATION

New students enrolling with twenty-nine (29) college credit hours or less for the summer 2008 semester, are required to attend a New Student Orientation session for advising and registration. Please register online for orientation:

<http://orientation.tamucc.edu> or contact the Office of Student Recruitment and New Student Programs at (361) 825-6051.

It is recommended that transferring students enrolling with thirty (30) college credit hours or more for the summer 2008 semester attend a Transfer Transition Workshop.

#### ON SITE LATE REGISTRATION

On site Late Registration will continue in the Office of Admissions and Records located in the Student Services Center during regular business hours June 02-03, 2008 for Summer Session I and July 07-08, 2008 for Summer Session II. A \$25.00 late registration fee is assessed if this is the first time registering for the term. Bills for tuition and fees will be available for payment in the Business Office in the Student Services Center **IMMEDIATELY FOLLOWING REGISTRATION**. Bills will not be sent. Failure to pay or make payment arrangements after registering may result in automatic cancellation of courses.

#### ADDING AND DROPPING COURSES

NOTE: If you are dropping all courses, please refer to the "Withdrawing from the University" procedure listed below.

A change of section is a change of registration and requires ADD/DROP action. The same is true for a change to or from audit status, pass/no pass grading, or credit/no credit grading.

1. Obtain a Class Scheduling Form from the Office of Admissions and Records.
2. Complete the form and secure the necessary signatures.
3. Submit the completed Class Scheduling Form and present a photo ID to the Office of Admissions and Records to process your schedule change request.
4. Retain the revised copy of your schedule/bill.
5. Proceed to the Business Office if you owe additional tuition and fees. If not, keep your revised schedule/bill as proof of your schedule change. If you owe additional tuition and fees, payment or payment arrangements must be made during the same business day.

#### WITHDRAWING FROM THE UNIVERSITY

If you received any financial assistance, please contact the Office of Financial Assistance for any consequences about withdrawing from the University.

1. Obtain a Withdrawal Authorization Form from the Office of Admissions and Records.
2. Complete the form and obtain signatures from the Financial Assistance Office and the Business Office.
3. Submit the signed Withdrawal Authorization Form to the Office of Admissions and Records for action.
4. Retain your copy of the Withdrawal Authorization Form for your records.

\*\*\*Withdrawals become final at the end of the second working day after submission\*\*\*

Please remember:

1. Withdrawing from the University does not release students from any financial obligations owed to the University.
2. Stopping payment on a check for tuition and fees, canceling a financial assistance award, or allowing the check to be returned unpaid by the bank for any reason does NOT constitute official withdrawal. Failure to follow procedures for withdrawing from the University may result in financial penalties and delays with future enrollment in the University.

\*Regular Business Hours: Student Services Center--8:00 A.M. - 7:00 P.M. Monday through Thursday and 8:00 A.M. - 3:00 P.M.

Friday

( Hours are subject to change.)

### AUDITING COURSES

Continuing or newly admitted students may audit courses when granted permission from the course instructor and dean of the College. \*\*\*Audits are not approved until the first day of classes for the term.\*\*\* Students may not change from credit to audit status after the 12th class day during a long semester or after the 3rd class day during the summer. To audit a course, please complete the following steps:

1. Obtain an Audit Form from the Office of Admissions and Records and obtain appropriate signatures.
2. Present the completed Audit Form at the time of registration.
3. Pay tuition and fees at the time of registration. Audit tuition and fees are non-refundable. (Tuition and fees for audit courses are the same as credit courses.)

Senior citizens (age 65 and over) may audit on a space available basis, with all fees exempted except for supplementary, materials, field trips, or laboratory fees.

Students auditing a course may not change from audit to credit after the 3rd Class Day (Census Date) (5-week session.) In addition, students enrolled in a course for credit may not change to audit after the 3rd Class Day (Census Date) (5-week session.)

### TUITION AND FEES

For a list of Texas resident and non-resident tuition and fees, see page 17 and 18.

These tables were prepared based on the most accurate information available at the time of printing; all information is subject to change without notice or obligation.

### SPECIFIC COURSE FEES

Repeated Courses: Students will be charged an additional \$100.00 per semester credit hour for any course taken for a third or more times. To check the status of course(s) that will be subject to this fee, go to: <http://atc.tamucc.edu/threepeat>

Laboratory: For each laboratory course, a fee is charged in an amount to cover, in general, the cost of laboratory materials and supplies used by a student.

Supplementary: Students taking selected courses (e.g., studio art, art education, music, language and courses requiring field trips) are required to pay supplementary fees each semester. Course related fee amounts are indicated in the course listings.

### UNIVERSITY BOOKSTORE

The University Bookstore's website enables students to view the course materials required and the cost of books; log on to <http://bookstore.tamucc.edu> Students may find additional information about course syllabus, instructor office hours, notes, and any other important information posted by the instructor.

### OTHER FEES

EASY REFUND CARD REPLACEMENT .....	\$25.00
Graduate Dissertation/Thesis Archival Fee.....	\$100.00
Graduate Dissertation/Thesis Binding Fee (per copy) .....	\$15.00
Thesis: Resident students registering ONLY for thesis credit where such credit is the final credit hour(s) required for the degree in progress (must pay all other fees including board authorized tuition) .....	\$50.00
Orientation: New Student Orientation Fee (all first year students) .....	\$50.00
New Student Orientation Guest Fee (per person).....	\$25.00
Transfer Transition Workshop Fee (new admit student).....	Free
Transfer Transition Workshop Guest Fee (per person)--(new admit student).....	Free

### PARKING FEES

Summer Session (per vehicle).....	\$25.00
Motorcycles, motorbikes, and scooters .....	\$25.00

### TUITION AND FEE EXEMPTIONS AND ADJUSTMENTS

#### BUSINESS OFFICE

Students eligible for any of the following fee exemptions or adjustments must contact the office under which they are listed below

PRIOR to payment of fees to complete the required documentation.

Texas Blind or Deaf - Tuition and fees exempted.

High School Graduates of Texas State Homes - Tuition and fees exempted.

Children of Disabled Firemen and Peace Officers - All mandatory fees exempted except for property deposit.

Senior Citizens (age 65 and over) - For audit only, on a space available basis only, all fees exempted except laboratory, supplemental, material, or field trip fees.

Teaching or Research Assistant - Out-of-state tuition adjusted to Texas resident rate. To be entitled to pay resident tuition, the student employee must be employed on at least a one-half time basis in a position related to the degree being pursued.

Teachers and Professors employed by TAMU-CC, Spouses, and Children - Out-of-state tuition adjusted to Texas resident rate.

One Year Exemption for Certain TANF Students - Tuition exempted.

Early High School Graduates - Tuition exempted up to \$1,000. This adjustment is only available for Texas resident students who graduated from a Texas public high school within 36 months of his/her original enrollment.

Highest Ranking High School Graduate – Tuition exempted for only two semesters of first regular sessions following high school graduation. Must be the highest ranking graduate of an accredited high school in the State of Texas. Students must provide proof of eligibility to the Director of Admissions and Records and the Business Office.

Nonresidents Whose Family Relocated to Texas Due to Employment by a Business or Organization Certified by the Texas Department of Commerce as Participating in the States Program for Economic Development and Diversification - Out-of-state tuition adjusted to Texas resident rate.

Students in Foster or Other Residential Care - Tuition and fees exempted, except designated tuition.

Competitive Scholarship - Out-of-state tuition adjusted to Texas resident rate. This tuition adjustment is only available for recipients of University scholarships awarded by the scholarship committee.

Dependent Children of Texas MIA Servicemen - All mandatory fees exempted except property deposit.

Orphans of Members of the Armed Forces, Texas National Guard and Texas Air National Guard - Tuition and fees exempted.

Good Neighbor Scholarship - (for students from other nations of the American Hemisphere) - Tuition exempted (must pay all other fees.)

Active Duty Servicemembers - Out-of-state tuition adjusted to Texas resident rate. Active duty servicemembers of the U. S. Armed Forces and their dependents are entitled to pay resident tuition rates while assigned to duty in the state of Texas. Military personnel must submit: a copy of original orders; military identification; and an Exemption of Out of State Fees for Military Personnel & Dependents Card signed by the unit commanding officer. By presenting this documentation in the true and original form, the student certifies that the military member is assigned to duty in Texas while enrolled in a public institution of higher education. Exemption cards may be obtained from the Office of Admissions & Records.

#### VETERANS AFFAIRS OFFICE

The mission of the Texas A&M University-Corpus Christi Veterans Affairs Office, located in the Student Services Center, is to assist students in receiving entitled veterans benefits and in achieving educational goals. For more information on Montgomery GI Bill benefits, please visit the Dept of Veterans Affairs website: [www.gibill.va.gov](http://www.gibill.va.gov)

#### VA EDUCATIONAL BENEFITS

To initiate benefits, students must file VA Form 22-1990 or 5490, Application for VA Education Benefits or Application for Survivors' and Dependents' Educational Assistance Form. Transfer students must submit VA Form 22-1995 or 5495, Request for Change of VA Education Program or Place of Training. Veterans should provide the following: discharge papers DD Form 214, Member-4 copy; the Certificate of Eligibility received from the Dept of Veterans Affairs; a Veteran Intent to Enroll Form each term the student requests an enrollment certification; and a signed degree plan from the academic advisor. Veteran students must notify the Veterans Affairs Office of any

enrollment changes, including added or dropped courses, withdrawals, or change of major. Active duty servicemembers and veterans should order their military transcripts; please refer to the Veterans Affairs Office website: <http://vets.tamucc.edu/>

#### HAZLEWOOD ACT BENEFITS

In accordance with the Texas Education Code, Section 54.203, Texas veterans may apply for the Hazlewood Act exemption of tuition and most fees, up to 150 credit hours. Students must provide the following: discharge papers, DD Form 214, Member-4 copy; a letter from the Dept of Veterans Affairs, Muskogee, OK region stating that the veteran has exhausted all federal educational benefits; a current TX driver's license; and the standard application form each term the student requests the exemption.

#### TUITION AND FEE PAYMENT DEADLINES

Summer I 2008 SAIL Registration Final Payment Deadline is May 27, 2008.

Summer II 2008 SAIL Registration Final Payment Deadline is July 01, 2008.

Failure to pay fees by the deadline may result in automatic cancellation of your registration. For students registering after the deadline for SAIL, tuition and fees are due at the time of registration.

Bills will not be mailed. Log on to <http://sail.tamucc.edu> and select Student and Financial Aid, then select Student Account and then select Bill/Payment Suite.

\*\*\*If your billing address has changed, please change address on SAIL or go to the Office of Admissions and Records\*\*\*

Mail payments to: Texas A&M University-Corpus Christi  
Business Office, Student Services Center  
6300 Ocean Drive, Unit #5765  
Corpus Christi, TX 78412 -5765

#### PAYMENT OPTIONS

The following payment options are available:

1. CREDIT CARDS-MASTERCARD / AMERICAN EXPRESS / DISCOVER (On-Line Only).  
The University accepts MasterCard, American Express and Discover for payment of tuition and/or supplies, subject a 1.90% service fee.
2. DEBIT CARDS - VISA/MASTERCARD DEBIT CARDS – (In-Person Only).  
The University accepts MasterCard and Visa debit cards for payment of tuition and/or supplies. The card must be present and pin code used to process the payment. MasterCard Debit Card can be use to make on-line payments as a credit card but will be subject to a 1.90% service fee.
3. INSTALLMENT PLANS ARE NOT AVAILABLE FOR SUMMER SESSIONS
4. FINANCIAL ASSISTANCE  
Financial Assistance grants and scholarships will be reflected as estimated aid on tuition/fee bills for students who have been awarded. Federal Student Loans listed on your bill may be reduced by 3% due to a bank fee before it is applied. You must accept the financial aid before it will be applied to your account. First-year, first-time borrowers will not receive loan funds until 30 days after classes begin. All loans are disbursed in at least two installments. Students receiving Summer Session I and/or II loans only will receive the second installment after the midpoint of the semester. Students who have not been awarded a financial assistance package, and are in need of assistance, are encouraged to apply for an Emergency Loan. See below for more information.
5. EMERGENCY LOANS  
Emergency loans for payment of tuition and fees or books are available for qualifying students. Eligibility requirements include: maintenance of satisfactory academic progress, a good credit history with the University, and a reliable means of repayment. ALL loan applications are subject to verification. Applications will not be processed from any student with an outstanding balance or a current financial assistance hold. A \$25.00 non-refundable processing fee will be added to each loan at the time of application. All students applying for Emergency Loans must be registered and have a completed application and master promissory note. All emergency loans are processed on a first-come, first-serve basis as long as funds are available.

Deadlines for Emergency Tuition and Book Loans are as follows:

1. Summer I 2008 applications for Emergency Tuition and Book Loans will be processed beginning May 13, 2008. Loans will be processed until funds have been exhausted and will be due June 24, 2008.

2. Summer II 2008 applications for Emergency Tuition and Book Loans will be processed beginning June 26, 2008. Loans will be processed until funds have been exhausted and will be due July 29, 2008.

#### FINANCIAL OBLIGATIONS

Students are expected to pay all financial obligations to the University when due. Failure to pay such obligations may result in the student's removal from the University, exclusion from final exams, graduation, and/or further enrollment. Financial obligations include, but are not limited to returned checks, returned check charges, lost or damaged library book charges, library fines, parking fines, loss or breakage of instructional material or equipment, and/or Emergency loans or tuition installment plans.

Delinquent accounts may be sent to collection agencies and they may charge additional service fees on these accounts. All tuition and fee costs are due upon registration. Failure to pay will result in the loss of the student's schedule. Registration is not completed until the University Business Office has received payment. Regardless of the type of deferral, the ultimate financial responsibility rests with the student. The University Business Office periodically performs audits on student accounts to verify that the proper amount of tuition and fees has been paid; this may result in additional charges or refunds.

#### RETURNED CHECK POLICY

When individuals write checks that are not honored by the bank and are subsequently returned unpaid to the University, the individual that gave the check will be notified. Within seven (7) days of such notification, the individual should pay the amount of the check plus a returned check charge of \$25.00 to:

Texas A&M University-Corpus Christi  
Business Office, Student Services Center  
6300 Ocean Drive, Unit #5767  
Corpus Christi, TX 78412-5767

This may be done in person or by mail and must be in the form of cash, money order, or cashier's check. The University cannot accept a personal check in payment of a returned check. Should a returned check not be paid within the time allotted, the individual will be subject to disciplinary action which may include removal from the University, legal action allowed by law, and payment of collection fees. If an individual has written three (3) checks to the University that have been returned unpaid by his or her banking institution for any reason, the University will no longer accept checks from that individual. Returned checks written for SandDollar accounts will result in the account being inactivated until the check and the returned check charge are paid in full.

#### REFUND OF TUITION AND FEES

All classes for sessions different from the 5-week start dates could be subject to a different refund schedule. Please contact the Business Office for specific dates.

1. A student dropping a course or courses yet remaining enrolled in the University for at least one course, may apply for a refund of applicable tuition and fees for Summer Session 5-week session as follows:  
Summer Session I 2008--100% refund prior to and including the 3rd Class Day. No refunds for dropping classes after June 4, 2008.  
Summer Session II 2008--100% refund prior to and including the 3rd Class Day. No refunds for dropping classes after July 9, 2008.
2. A student officially and completely withdrawing from the University during a Summer Session (5-week), may apply for a refund of applicable tuition and fees according to the following schedule:  
100% refund prior to the University's First Class Day  
80% refund during the University's First Class Day  
50% refund during the University's Second Class Day

No refunds will be processed thereafter. See the semester calendar for specific dates. Please contact the Business Office for sessions other than 5-week sessions or any questions regarding the above information.

An audit is performed at the conclusion of the withdrawal refund period to insure proper payment of tuition and fees. Refunds will be processed after the audit. Please allow two weeks for the audit to be completed and for refunds to be issued.