

Fall 2008 Course Schedule Information

Please note that this text-based version of the Fall 2008 Course Schedule contains only student and registration information. To view a listing of the classes being offered during the Fall 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 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.

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CAMPUS DIRECTORY

<u>Office</u>	<u>Location</u>	<u>Phone</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 & 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
STUDENT 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	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

FALL 2008 SEMESTER CALENDAR

April 07-August 26	SAIL REGISTRATION FOR FALL 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. <u>Payment is due August 19 by end of business day.</u> FOR FIRST YEAR STUDENT ORIENTATION AND TRANSFER TRANSITION WORKSHOP INFORMATION please visit our web site at http://orientation.tamucc.edu .
August 07	DEADLINE TO APPLY FOR FALL 2008 GRADUATION
August 12	EMERGENCY LOANS available for Fall 2008. Student must be registered before applying. <u>Funds are limited.</u> Loans are issued on a first-come, first-served basis.
August 19	PAYMENT DUE FOR FALL 2008 TUITION AND FEES. Payment due by end of business day. Payments may be made online, dropped in the lock box, located at the front entrance to the Student Services Center, or paid in person at the Business Office, in the Student Services Center. If mailed, payment must be RECEIVED by this date. Failure to pay fees by the deadline may result in automatic cancellation of your courses. Starting this date, payment is due at the time of registration.
August 20	DE-REGISTRATION for failure to make payment or payment arrangements with the Business Office
August 25	FACULTY MEETING
August 26	LAST DAY TO WITHDRAW FROM ALL CLASSES for Fall 2008 and receive a 100% refund of tuition and fees-Office of Admissions and Records, Student Services Center, during regular business hours (see refund section).***
August 27	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.
September 01	LABOR DAY HOLIDAY--Campus Closed
September 03	LAST DAY to receive 80% refund for complete withdrawal***
September 04	LAST DAY TO LATE REGISTER or ADD A CLASS
September 10	LAST DAY to receive 70% refund for complete withdrawal***
September 12	12TH CLASS DAY (Census Date) LAST DAY to drop a course without record entry LAST DAY to receive 100% refund under University Bookstore Book Return
September 17	LAST DAY to receive 50% refund for complete withdrawal***
September 23	INSTALLMENT PAYMENT DUE-Second payment due for the <u>4 Payment Plan</u> by close of business day to avoid a \$25.00 late fee.
September 24	LAST DAY to receive 25% refund for complete withdrawal*** No refunds for complete withdrawal after this date.
September 30	INSTALLMENT PAYMENT DUE-Second payment due for the <u>3 Payment Plan</u> by close of business day to avoid a \$25.00 late fee.
October 14	INSTALLMENT PAYMENT IS DUE-Third payment due for the <u>4 Payment Plan</u> by close of business day to avoid a \$25.00 late fee.

October 28	INSTALLMENT PAYMENT DUE-Third/Final payment due for the <u>3 Payment Plan</u> by close of business day to avoid a \$25.00 fee.
November 04	EMERGENCY LOAN payments are due by the end of the business day. Late payments will be assessed a \$25.00 fee per loan. INSTALLMENT PAYMENT DUE-Fourth/Final payment due for the <u>4 Payment Plan</u> by close of business day to avoid a \$25.00 late fee.
November 07	LAST DAY TO DROP A COURSE for the semester with an automatic grade of “W”. The grade of “W” will be assigned to any student officially dropping a course. No student is eligible to receive a “W” without completing the official drop process by this deadline. After this date, a student <u>will not be allowed to drop a course.</u>
November 27-28	THANKSGIVING HOLIDAYS--Campus Closed
December 08	LAST DAY TO WITHDRAW for the semester. The grade of “W” will be assigned to all courses in progress for any student officially withdrawing from the university. A student who wishes to withdraw from the University must complete a Withdrawal Authorization Form in the Office of Admissions and Records by this deadline.
December 09	LAST DAY OF CLASSES
Dec. 11-13 & 15-17	FINAL EXAMINATIONS
December 20	FALL 2008 COMMENCEMENT—AMERICAN BANK CENTER ARENA (Saturday)

Regular Business Hours for Student Services Center-- 8:00 A.M. - 7:00 P.M. Mon-Thu; 8:00 A.M. - 3:00 P.M. Friday. (Hours 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.

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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:

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

Deadline to apply for May (Spring term) 2009 graduation is December 9, 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 5774, Corpus Christi, Texas 78412. Each applicant is responsible for ensuring that all required admissions supporting documentation is submitted officially to the Office of Admissions and Records in accordance with specific requirements published in the University Catalog. The regular admission deadline for Fall 2008 is August 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).

Students seeking graduate admission to Texas A&M University-Corpus Christi, must contact the Office of Graduate Studies and Research in the Natural Resources Center or call (361) 825-2177.

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 completed 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	Cecilia.delagarza@tamucc.edu
Lucy Odell	F – J	Work-Study	SSC 117	2752	Lucy.odell@tamucc.edu
Elsa Garcia	K – N	Student Loans - Perkins	SSC 114	5836	Elsa.garcia@tamucc.edu
Penny Long	O – R	Veterans, CAL, B- on-Time	SSC 115	5621	Penny.long@tamucc.edu
Rita Perez	S – Z	Pell Grant, ACG, SMART	SSC 116	2330	Rita.perez@tamucc.edu
Bradley Moore		Outreach Advisor	SSC 205	5622	Bradley.moore@tamucc.edu
Estella Vasquez		Loan Coordinator	SSC 113	2759	Estella.vasquez@tamucc.edu
Belinda Suarez		Loan Specialist II	SSC 113	5912	Belinda.suarez@tamucc.edu

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.
- 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.
- 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.

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: cust.assist@tgslc.org	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
COLLEGE OF LIBERAL ARTS				
Appointments: Call 825-3466				
Crawford, Natasha	ENGL, HIST, SPAN, PHIL	DW203A	3466	Natasha.crawford@tamucc.edu
DuBose, Joy	PSYC	DW204A	3466	Madeline.dubose@tamucc.edu
Ramirez-Pena, Amanda	ART, COMM, MUSI, and THEA	DW204E	3466	Amanda.ramirez@tamucc.edu
Stanley, Rachelle	GRADUATE PROGRAMS	DW203E	3466	Rachelle.stanley@tamucc.edu
Walker, Nelda	CRIJ, ECON, POLS, and SOCI	DW204E	3466	Nelda.walker@tamucc.edu
COLLEGE OF BUSINESS				
Appointments: Call 825-2653				
Royo, Albert	ALL: A-F	FC108	2404	Alberto.royo@tamucc.edu
Palacios, Elizabeth	ALL: G-O	FC120	2291	Elizabeth.palacios@tamucc.edu
Fischer, Katharine	ALL: P-Z	FC118	6018	Katharine.fischer@tamucc.edu
Polansky, Sharon	Director of Masters Programs	FC 107	2655	Sharon.polansky@tamucc.edu
COLLEGE OF EDUCATION				
Appointments: Call direct extension				
Bergman, Debbie	All Levels: A-E	FC 201	5719	Debbie.bergman@tamucc.edu
Cavazos, Peter	All Levels: F-L	FC201	2432	Peter.cavazos@tamucc.edu
Bailey, Barton	All Levels: M-R	FC201	2968	Barton.bailey@tamucc.edu
Strand, Alphee	All Levels: S-Z	FC201	2645	Alphee.strand@tamucc.edu
Ramirez, Gilda	Dir. Student Services and Finances	FC201	6062	Gilda.ramirez@tamucc.edu
COLLEGE OF NURSING & HEALTH SCIENCES				
Appointments: Call direct extension				
Santillan, Angelica	NURS and HLSC A-L	FC162	2461	Angelica.santillan@tamucc.edu
Garcia-Dubose, Johanna	NURS and HLSC M-Z	FC165	3748	Johanna.garcia@tamucc.edu
Rushing, Rita	NURS E-LINE	FC167	3493	Rita.rushing@tamucc.edu
Wonders, Christine	NURS-Masters	FC166	5893	Christine.wonders@tamucc.edu
COLLEGE OF SCIENCE & TECHNOLOGY				
Appointments: Call 825-5777/6094				
Ashworth, Martha	CHEM, GEOL, ESCI, MS ESCI, and PhD CMSS	FC170	3721	Martha.ashworth@tamucc.edu
Bayarena, Olivia	COSC and MS-COSC	FC169	5723	Olivia.bayarena@tamucc.edu
Emanuel, Ronnie	BIMS, MS MARI, and MS BIOL	FC171	2654	Ronnie.emmanuel@tamucc.edu
Gerland, Aaryn	BIOL	FC173	2351	Aaryn.gerland@tamucc.edu
Olivarez, Ida	ENTC, GISC, MATH, and MS MATH	FC 168	5797	Ida.olivarez@tamucc.edu
ACADEMIC ADVISING TRANSITION CENTER				
Appointments: Call 825-5931				
Hill, Pat	Director of Transition Center	SSC 214	5931	Patricia.hill@tamucc.edu
DuBose, Larry	Undeclared Student	SSC214	3069	Larry.dubose@tamucc.edu
Milligan, Jerilee	Transfer Student	SSC 214	2257	Jerilee.milligan@tamucc.edu
Transfer and International Student Advisor				
Griffith, Karin	Transfer and International Students	SSC100	2258	Karin.griffith@tamucc.edu
NCAA Compliance Officer-University Athletics				
Secord, John	All Student Athletes	CE216B	5573	John.secord@tamucc.edu

SAIL WEB REGISTRATION INSTRUCTION

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	Ends
GD	Graduate Doctoral	April 07	Aug. 26
GM	Graduate Masters	April 07	Aug. 26
PB	Post Baccalaureate	April 08	Aug. 26
SR	Senior	April 08	Aug. 26
JR	Junior	April 09	Aug. 26
SO	Sophomore	April 10	Aug. 26
FR	First Year Students	April 11	Aug. 26

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. Press 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 (Fall 2008) and click on Submit
3. Add the courses by entering the Course(s) CRN (Course Registration 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 with twenty-nine (29) college hours or less for the Fall 2008 semester are required to attend a New Student Orientation session for advising and registration. For more information, contact the Office of Student Recruitment and New Student Programs at (361) 825-6051 or register online at <http://orientation.tamucc.edu>

It is recommended that transferring students enrolling with thirty (30) college credit hours or more for Fall 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 August 27 – September 3, 2008. A \$25.00 late registration fee is required. Bills for tuition and fees will be available for payment in the Business Office in the Student Service Center **IMMEDIATELY FOLLOWING REGISTRATION**. Bills will not be sent. Failure to pay or make payment arrangements after registering will result in automatic cancellation of classes.

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 the 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 the 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. Withdrawal 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 if they are 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 (Census Date) during a long semester or after the 3rd Class Day (Census Date) 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 nonrefundable. (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 trip, or laboratory fees.

Students auditing a course may not change from audit to credit after the 12th Class Day (Census Date). In addition, students enrolled in a course for credit may not change to audit after the 12th Class Day (Census Date).

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.

BOOKSTORE

The University Bookstore's web site enables students to view course materials required and the cost of books; log on to <http://bookstore.tamucc.edu>

Students may find additional information about course syllabus, instructor's office hours, notes, and other important information posted by instructors.

OTHER FEES

EASY REFUND CARD REPLACEMENT FEE.....	\$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 (first year students)	\$50.00
New Student Orientation Guest Fee (per person).....	\$25.00
Transfer Transition Workshop (new admit student).....	Free
Transfer Transition Workshop Guest Fee (per person)--(new admit student).....	Free

PARKING FEES

Fall through Summer (per vehicle)	\$100.00
Fall and Spring (per vehicle).....	\$85.00
Fall only (per vehicle).....	\$45.00
Motorcycles, motorbikes, scooters (per semester)	\$25.00
Motorcycles, motorbikes, scooters (Fall through Summer)	\$70.00

TUITION AND FEE EXEMPTIONS AND ADJUSTMENTS

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.

BUSINESS OFFICE

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 or over) - For audit only, on a space available basis only, all fees exempted except supplemental, material, field trip, or laboratory 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 and mandatory fees up to \$2000 if the person successfully completed the recommended or advanced high school program. This adjustment is only available for Texas resident students who graduated from a Texas public high school within 36 consecutive months of his/hers original enrollment. Funding may also be available if the student graduated within 36 to 45 consecutive months with at least 30 hours of college credit. To check for eligibility contact the Texas Higher Education Coordinating Board.

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

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 designed 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

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

Fall 2008 Tuition and Fees Final Payment Deadline is August 19, 2008

Failure to pay fees by the deadline may result in cancellation of your registration.

For students registering on or after Aug. 19, 2008, tuition and fees are due at the time of registration.

Bills will not be mailed. Log on to: <https://sail.tamucc.edu> and click (1) Student and Financial Aid, (2) Student Account, and (3) Bill/Payment Suite.

Payment and choose the correct term.

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 Christ, TX 78412-5765

PAYMENT OPTIONS

The following payment options are available:

1. INSTALLMENT PAYMENT PLAN

Installment payment plans for tuition and fees are available for most students. The University offers two options to pay by installments, 3 Payment Plan (30% prior to the start of the semester with two more payments during the semester of 35%) and a 4 Payment Plan (25% prior to the start of the semester with three more payments during the semester of 25%). A nonrefundable processing fee of \$20.00 will be charged and a late fee of \$25 will be added to each installment not received by the due date. STUDENTS UTILIZING THE INSTALLMENT OPTION MUST EXECUTE A PROMISSORY NOTE WHICH SETS FORTH THE CONDITIONS AND REPAYMENT SCHEDULE OF THE PAYMENT PLAN SELECTED. UNDER THE PROVISIONS OF THE INSTALLMENT PAYMENT OPTION IN HOUSE BILL 558, A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER (LAST CLASS DAY) MAY BE DENIED CREDIT FOR WORK DONE THAT SEMESTER. Students receiving Emergency Tuition Loans or need-based financial assistance equal to or greater than the amount of tuition and fees at the time of registration are not eligible to pay tuition and fees by installments. Students owing any balance from prior terms or a current term balance, for tuition and fees, less than \$200 are not eligible.

Students registering for classes and want to use one of the Installment Payment Plans, must sign up on SAIL on or before August 19, 2008. To enroll for one of the options go to SAIL, click on (1) Student and Financial Aid, (2) Student Account, (3) Bil/Payment Suite and (4) the Payment Plan tab; then choose the desired plan and sign the agreement.

2. 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 to a 1.90% service fee.

3. 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 cards can be used to make a payment on-line as a credit card but will be subject to a 1.90% service fee.

4. FINANCIAL ASSISTANCE

Financial Assistance grants and scholarships will be reflected as “estimated aid” on tuition/fee bills for students who have been awarded. You must accept the financial aid before it can 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 Fall only loans 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, good credit history with the University, and a reliable means of repayment. ALL loan applications are subject to credit verification. Applications will not be processed from any student with an outstanding balance or a current financial assistance hold. A \$25.00 nonrefundable 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 first-come, first-served basis as long as funds are available. A late payment fee of \$25 will be added to each loan that is not paid in full by the due date.

Applications for Emergency Tuition and Book Loans for Fall 2008 will be processed beginning August 12, 2008. Loans will be processed until funds have been exhausted. Forms are available on our web site <http://www2.tamucc.edu/business> under downloadable forms. Emergency Loans are available to make payments toward an installment plan.

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, loss or breakage of instructional material or equipment, and/or Emergency loans, tuition installment plans, and parking fines.

All tuition and fee costs are due upon registration. Failure to pay may 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. Notifications from the Business Office are primarily sent to the student's University Email Address.

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 checks and the returned check charge are paid in full.

REFUND OF TUITION AND FEES

The following information on tuition and fees refund applies:

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 as follows: 100% refund prior to and including the 12th Class Day (Census Date) September 12, 2008. No refunds for dropping classes after September 12, 2008.
2. A student officially and completely withdrawing from the University during the Fall or Spring semester may apply for a refund of applicable tuition and fees according to the following schedule:
 - 100% prior to the University's First Class Day
 - 80% during the University's First Five Class Days
 - 70% during the University's Second Five Class Days
 - 50% during the University's Third Five Class Days
 - 25% during the University's Fourth Five Class Days

No refunds will be processed thereafter. See the semester calendar for specific dates.

Audits are done periodically throughout the semester to insure proper payment of tuition and fees. Refunds will be processed after the audit for those students whose balance so indicates.