

***SPRING***  
***2008***  
**Class**  
***Schedule***

**CAMPUS MAP**

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## INFORMATION AND ASSISTANCE

<u>Office</u>	<u>Location</u>	<u>Phone</u>
ACADEMIC ADVISING CENTER	Refer to Pages .....	8
ACADEMIC TESTING	Student Services Center .....	825-2334
ADMISSIONS & RECORDS	Student Services Center .....	825-7024
BOOKSTORE	University Center .....	825-2603
BUSINESS OFFICE	Student Services Center .....	825-2600
CAREER PLANNING AND PLACEMENT	University Center.....	825-2628
COLLEGE OF ARTS AND HUMANITIES	Faculty Center .....	825-2651
COLLEGE OF BUSINESS	Faculty Center .....	825-2655
COLLEGE OF EDUCATION	Faculty Center .....	825-2662
COLLEGE OF NURSING & HEALTH SCIENCES	Faculty Center .....	825-2648
COLLEGE OF SCIENCE & TECHNOLOGY	Faculty Center .....	825-5777
CORE CURRICULUM PROGRAM	Faculty Center .....	825-2150
DEAN OF STUDENTS	University Center.....	825-2612
FINANCIAL ASSISTANCE	Student Services Center .....	825-2338
GRADUATE STUDIES AND RESEACH	Natural Resources Center .....	825-2177
HOUSING	Miramar Apartments .....	825-5000
LIBRARY	Library .....	825-2643
MULTICULTURAL PROGRAMS	University Center.....	825-5778
PUBLIC AFFAIRS	University Services Center.....	825-2335
RECREATIONAL SPORTS	Field House.....	825-2454
SERVICES FOR STUDENTS WITH DISABILITIES	Driftwood .....	825-5816
STUDENT ACTIVITIES	University Center.....	825-2707
TUTORING & LEARNING CENTER	Library 216 .....	825-5933
UNIVERSITY COUNSELING CENTER	Driftwood .....	825-2703
UNIVERSITY HEALTH CENTER	Sandpiper .....	825-2601
UNIVERSITY POLICE	Physical Plant.....	(24 Hours) 825-4444
VETERANS AFFEIRS OFFICE	Student Services Center .....	825-2331

## SPRING 2008 SEMESTER CALENDAR

\* **Regular Business Hours** for The Student Services Center--8:00 A.M. - 7:00 P.M. Monday through Thursday; 8:00 A.M. – 3:00 P.M. Friday (Hours are subject to change.) The Business Office has a lock box available for after- hours payments located to the right of the front entrance doors of the Student Services Center.

- Nov 12-Jan. 15**            **SAIL REGISTRATION FOR SPRING 2008--Monday through Friday, and most week ends 7:00 A.M. – 11:55P.M. (See SAIL Registration section for instructions.)**
- BILLS WILL NOT BE MAILED TO STUDENTS.** Please update your E-mail address. You may view bills on the SAIL website. Payment is due January 09, 2008.
- FOR FIRST YEAR STUDENT ORIENTATION AND TRANSFER TRANSITION WORKSHOP INFORMATION** please visit our website at <http://orientation.tamucc.edu>
- December 04**            <<<<<LAST DAY TO APPLY FOR MAY 2008 GRADUATION. Contact your Academic Advisor. >>>>>
- December 11**            **EMERGENCY LOANS** available for Spring 2008. Student must be registered before applying. **Funds are limited.** Loans are issued on a first-come, first-served basis.
- January 08**            **DEADLINE FOR PAYMENT OF ALL SAIL AND ORIENTATION REGISTRATION TUITION AND FEES FOR SPRING 2008** Payment due by 7:00 P.M. Payments may be 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 cancellation of your courses. For students registering January 08 and later, payment due at the time of registration.
- January 14**            **FACULTY MEETING-** location and time TBA.
- January 15**            **LAST DAY TO WITHDRAW FROM ALL CLASSES (via SAIL) for Spring 2008 Semester and receive a 100% refund of tuition and fees.** See refunding schedule for Spring 2008.
- January 16**            **CLASSES BEGIN**  
**ON-SITE LATE REGISTRATION** (\$25.00 late registration fee for First Time registering for the term) begins and 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.
- January 21**            **Martin Luther King Jr. Holiday-Campus Closed**
- January 23**            **LAST DAY** to receive 80% refund for complete withdrawal.
- January 24**            **LAST DAY TO ON-SITE LATE REGISTER or ADD A CLASS--Office of Admissions and Records during regular business hours.** Payment is due upon registration.
- January 30**            **LAST DAY** to receive 70% refund for complete withdrawal
- February 01**            **12TH CLASS DAY (Census Date)**  
**LAST DAY** to drop a course without receiving a grade  
**LAST DAY** to receive 100% refund under University Bookstore Book Return
- February 06**            **LAST DAY** to receive 50% refund for complete withdrawal
- February 12**            **SECOND INSTALLMENT (4 payment plan) payment is due.** (Payment must be received by the end of the business day to avoid a \$25.00 late fee.)
- February 13**            **LAST DAY** to receive 25% refund for complete withdrawal. No refunds for complete withdrawal after this date.
- February 19**            **SECOND INSTALLMENT (3 payment plan) payment is due.** (Payment must be received by the end of the business day to avoid a \$25.00 late fee.)

- March 11                   **THIRD INSTALLMENT (4 payment plan) payment is due. (Payment must be received by end of the business day to avoid a \$25.00 late fee.)**
- March 17-21               **Spring Break. Campus closed March 20<sup>th</sup> from 12 Noon through March 21.**
- March 25                   **LAST INSTALLMENT (3 payment plan) payment is due. (Payment must be received by end of the business day to avoid a \$25.00 late fee.)**
- April 01                   **EMERGENCY LOAN payments are due by end of the business day. Payment must be received by end of the business day to avoid a \$25.00 late fee per loan.**  
**LAST INSTALLMENT (4 payment plan) payment is due. (Payment must be received by end of the business day to avoid a \$25.00 late fee.)**
- April 04                   **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 will not be allowed to drop a course.**
- May 05                    **LAST DAY TO WITHDRAW from all courses 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.**
- May 06                    **LAST DAY OF CLASSES**  
**<<<<<LAST DAY TO APPLY FOR SUMMER 2008 GRADUATION>>>>>**
- May 07                    **READING DAY**
- May 8-9 & 12-14**FINAL EXAMINATIONS**
- May 17                    **SPRING 2008 COMMENCEMENT—AMERICAN BANK CENTER ARENA**

### **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.

### **GRADUATION APPLICATION**

Candidates for graduation should go to 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.

**ATTENTON: Candidates for graduation must submit their application by the last day of class of the previous graduating term:**

**FUTURE GRADUATION APPLICATION DEADLINES:**

**Deadline to apply for May 2008 graduation is December 4, 2007.**

**Deadline to apply for August 2008 graduation is May 6, 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, Corpus Christi, Texas 78412. Each applicant is responsible for ensuring that all required admissions support documents are submitted officially to the Office of Admissions and Records in accordance with specific requirements published in the University Catalog. The regular admission deadline for Spring 2008 is December 15, 2007. 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 housing 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 to 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.

### THE TEXAS SUCCESS INITIATIVE

The Texas Success Initiative (TSI) 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. The assessment or the results of the assessment are not a condition of admission, but a condition of registration to an institution.

If you fail one or more portions of an assessment 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 re-test 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 more information on the THEA, please visit the following website: [www.thea.nesinc.com](http://www.thea.nesinc.com).

\* For questions regarding TSI exemptions, please visit <http://falcon.tamucc.edu/~atcweb/tasp.html> or contact the Office of Academic Testing at (361) 825-2334.

**ACADEMIC ADVISING & RELATED ACADEMIC SUPPORT STAFF**

NAME	MAJORS/MINORS	ROOM	EXTN.	E-MAIL
<b>COLLEGE OF LIBERAL ARTS</b> <b>Appointments: 825-3466</b>				
DuBose, Joy	PSYC	DW204A	3466	<a href="mailto:Madeline.dubose@tamucc.edu">Madeline.dubose@tamucc.edu</a>
Ramirez, Amanda	ART, COMM, MUSI, and THEA	DW204E	3466	<a href="mailto:Amada.ramirez@tamucc.edu">Amada.ramirez@tamucc.edu</a>
Crawford, Natasha	ENGL, HIST, SPAN and PreLaw	DW203C	3466	<a href="mailto:Natasha.crawford@tamucc.edu">Natasha.crawford@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	DW203A	3466	<a href="mailto:Nelda.walker@tamucc.edu">Nelda.walker@tamucc.edu</a>
<b>COLLEGE OF BUSINESS</b> <b>Appointments: 825-2653</b>				
Palacios, Liz	ALL: G-O	FC115A	2291	<a href="mailto:elizabeth.palacios@tamucc.edu">elizabeth.palacios@tamucc.edu</a>
Fischer, Katherine	ALL: P-Z	FC118	6018	<a href="mailto:katharine.fischer@tamucc.edu">katharine.fischer@tamucc.edu</a>
Polansky, Sharon	Director of Masters Program	FC 107	2655	<a href="mailto:Sharon.polansk@tamucc.edu">Sharon.polansk@tamucc.edu</a>
Royo, Albert*	ALL: A-F	FC108	2404	<a href="mailto:alberto.royo@tamucc.edu">alberto.royo@tamucc.edu</a>
<b>COLLEGE OF EDUCATION</b> <b>Appointments: Call direct extension</b>				
Bailey, Barton	All Levels: M-R	FC201	2968	<a href="mailto:Barton.bailey@tamucc.edu">Barton.bailey@tamucc.edu</a>
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@amucc.edu">Peter.cavazos@amucc.edu</a>
Ramirez, Gilda*	Dir. Student Services	FC201Q	6062	<a href="mailto:gilda.ramirez@tamucc.edu">gilda.ramirez@tamucc.edu</a>
Strand, Alphee	All Levels: S-Z	FC201	2645	<a href="mailto:alphee.strand@tamucc.edu">alphee.strand@tamucc.edu</a>
<b>COLLEGE OF NURSING &amp; HEALTH SCIENCES</b> <b>Appointments: Call direct extension</b>				
Santillan, Angelica	NURS and HLSC A-L	FC163	2461	<a href="mailto:angelica.santillan@tamucc.edu">angelica.santillan@tamucc.edu</a>
Rushing, Rita	NURS E-LINE	FC167	3493	<a href="mailto:Rita.rushing@tamucc.edu">Rita.rushing@tamucc.edu</a>
	NURS and HLSC M-Z	FC164	3748	
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> <b>Appointments: 825-5777/6094</b>				
Ashworth, Martha	CHEM, GEOL, ESCI, MS-ESCI, and PhD-CMSS	FC170	5777	<a href="mailto:martha.ashworth@tamucc.edu">martha.ashworth@tamucc.edu</a>
Bayarena, Olivia*	COSC, and MS-COSC	FC168	5777	<a href="mailto:olivia.bayarena@tamucc.edu">olivia.bayarena@tamucc.edu</a>
Emanuel, Ronnie*	BIOL: Pre-Pro, BIMS, MS- MARI, and MS-BIOL	FC179	5777	<a href="mailto:ronnie.emmanuel@tamucc.edu">ronnie.emmanuel@tamucc.edu</a>
Olivarez, Ida	MCET, CSET,GISC, MATH, and MS-MATH	FC173	5777	<a href="mailto:Ida.olivarez@tamucc.edu">Ida.olivarez@tamucc.edu</a>
Gerland, Aaryn	BIOL	FC178	5777	<a href="mailto:Aaryn.gerland@tamucc.edu">Aaryn.gerland@tamucc.edu</a>
<b>ACADEMIC ADVISING TRANSITION CENTER</b> <b>Appointments: 825-5931</b>				
Hill, Patricia	Director of Transition Center	SSC214	5931	<a href="mailto:Patricia.hill@tamucc.edu">Patricia.hill@tamucc.edu</a>
DuBose Larry	UNDC	SSC214	3069	<a href="mailto:Larry.dubose@tamucc.edu">Larry.dubose@tamucc.edu</a>
Griffith, Karin	Transfer & International Students	SSC102	2258	<a href="mailto:Karin.griffith@tamucc.edu">Karin.griffith@tamucc.edu</a>
Milligan, Jerilee	Transfer Counselor	SSC214	2257	<a href="mailto:Jerilee.milligan@tamucc.edu">Jerilee.milligan@tamucc.edu</a>
<b>NCAA Compliance Officer-University Athletics</b>				
Secord, John	All Student Athletes	CE202C	5573	<a href="mailto:John.secord@tamucc.edu">John.secord@tamucc.edu</a>

TO FIND YOUR ACADEMIC ADVISOR: <Go to [www.tamucc.edu](http://www.tamucc.edu)  
<Click on: SAIL and find My Academic Advisor  
<Follow the instructions or  
<Inquire at your Academic Advising Center

Registration takes place in two phases: Website Registration, and On Site Late Registration. Students are encouraged to use SAIL registration whenever possible because it provides the most convenience and best selection of classes.

## SAIL WEB REGISTRATION INSTRUCTIONS

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

**WHEN IS IT AVAILABLE?** SAIL Registration for Spring 2008 will be open November 12, 2007 through January 15, 2008. The system is available Monday through Friday and must weekends from 7:00 AM. - 11:55 P.M.

Priority Access Schedule: Access to the system for Spring 2008 registration is by student classification as follows:

		Begins	Ends
GD	Graduate, Doctoral	Nov. 12	Jan. 15
GM	Graduate Masters	Nov. 12	Jan. 15
PB	Post Baccalaureate	Nov. 13	Jan. 15
SR	Senior	Nov. 13	Jan. 15
JR	Junior	Nov. 14	Jan. 15
SO	Sophomore	Nov. 15	Jan. 15
FR	First Year Students	Nov. 16	Jan. 15

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

1. Check SAIL to see if you have called 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: ATR≅ 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 web site.

STEP 1. Log on to: <http://sail.tamucc.edu>

STEP 2. Click on: Login to Student Services

STEP 3. Enter your student ID# (Banner ID). Tab to the 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 Main Menu:

1. Select Student and Financial Aid
2. Select Registration

At the Registration menu:

1. Select DROP/ADD Classes
2. Select the TERM (Spring 2008) and click on Submit
3. Add the classes by entering the Course(s) CRN Number in the box
4. Click on Submit Changes

TO DROP 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 class(es) 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) view you 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.

## FIRST YEAR STUDENT ORIENTATION REGISTRATION

New students with twenty-nine (29) college hours or less for the Spring 2008 semester are **required** to attend a First Year Student Orientation session for advising and registration. For more information, call the Office of 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 Spring 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 January 16 – 24, 2008. A \$25.00 late registration fee is assessed if first time registering for term. Bills for tuition and fees will be available for payment in the Business Office in the Student Service Center **IMMEDIATELY FOLLOWING YOUR REGISTRATION. Bills will not be sent. Failure to pay or make payment arrangements after registering may result in automatic cancellation of your classes.**

## ADDING AND DROPPING COURSES

**NOTE:** If you are dropping all courses, please refer to "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 picture 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.

\*\*\* The State of Texas has enacted a statute that applies to students who enroll in public institutions of higher education as first-time freshmen in Fall 2007 or later. Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." Any course a student drops after the census date published in the class schedule or academic calendar (which for Spring 2008 is Feb 01, 2008) is counted toward the six-course limit unless specifically identified as being exempt. As an example, if the student drops all courses for a given semester or term, these courses are exempt from the six-course limit. \*\*\*

## 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 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 4th 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 up to 6 credit hours except for supplementary, 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.)

### FINANCIAL AID ADVISORS FOR APPT. CALL 361-825-2338

NAME	ALPHABET	PROGRAM	LOCATION	EXTENSION 361-825- XXXX	E-MAIL ADDRESS @TAMUCC.EDU
Cecilia DeLaGarza	A - E	Athletics – State Grants	SSC 119	3451	<a href="mailto:Cecilai.delagarza@tamucc.edu">Cecilai.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	SSC 114	5836	<a href="mailto:Elsa.Garcia@tamucc.edu">Elsa.Garcia@tamucc.edu</a>
Penny Long	O - R	Verification, CAL, BOT Pell Grant, SMART,	SSC 114A	5621	<a href="mailto:Penny.Long.@tamucc.edu">Penny.Long.@tamucc.edu</a>
VACANT	S - Z	ACG	SSC 115		
VACANT		OUTREACH	SSC 112	2338	

**PLEASE SEE HARD (PAPER) COPY**

**TUITION AND FEES**

**table**

**While these tables were prepared on the basis of the best 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: <https://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 website 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

Graduate Report Binding Fee.....	\$100.00
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

Spring through Summer (per vehicle).....	\$70.00
Spring only (per vehicle).....	\$45.00
Motorcycles, motorbikes, scooters (per semester).....	\$25.00
Motorcycles, motorbikes, scooters (Spring through Summer).....	\$50.00

## TUITION & FEES 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. To learn more about exemptions, go to: [www.hhloans.com](http://www.hhloans.com)

### BUSINESS OFFICE

**Thesis/Dissertation Exemption:** A resident student registering **ONLY** for thesis or dissertation credit where such credit hour (s) required for the degree in their final semester may request a reduction in tuition (must pay all other fees including designated tuition). The exemption will not be applied automatically; a written request must be received in the Bursar's 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, on space available basis only, all fees exempted up to 6 credit hours 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.**

**Distance Learning Site Exemption** – Some fees (Energy Fee, Recreational Sports, ID Maintenance, Health Services and Student Center) may be exempted if ALL classes and labs that a student registers for are held off campus. If a student receives this exemption and adds an on-campus course the exemption will be removed.

**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 and 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 General Use Fee.

**Competitive Scholarship** - Out-of-state tuition adjusted to Texas resident rate. This tuition adjustment is only available for recipients of University scholarships that total \$1000 or more.

#### **FINANCIAL ASSISTANCE OFFICE**

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

#### **OFFICE OF ADMISSIONS AND RECORDS**

**Military Exemption** – Out-of-State active duty military personnel and their dependents are entitled to pay Texas resident tuition. Exemption forms may be obtained from the Office of Admissions and Records.

### **VETERANS AFFAIRS OFFICE**

The Texas A&M University-Corpus Christi Veterans Affairs Office is located in the Student Services Center and assists students in receiving entitled veterans benefits and in achieving educational goals. For more information on VA Education Programs and updates, please visit the GI Bill web site: [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.

The Veterans Intent to Enroll Form is available in the Veterans Affairs Office for students to complete when registered for courses; form provides the VA certifying official with authorization to submit enrollment certifications on behalf of student. Multiple enrollment certifications will be submitted for Summer Sessions I, II, and Fall Semesters. Students will also need to submit form for Spring Semester when registered. It is the responsibility of all students receiving veterans' educational benefits to inform the VA Office of any changes, including added or dropped courses, withdrawals, or change of major. A degree plan is required; students must schedule an appointment with their academic advisor for degree plan once all transcripts have been received and evaluated, including former schools and military transcript.

#### **HAZLEWOOD ACT**

In accordance with the Texas Education Code, Section 54.203, Texas veterans may apply for benefits under the Hazlewood Act, and if eligible, may receive an exemption from tuition and fees except the student services fee for up to 150 credit hours, cumulative since the Fall Semester of 1995. Students must provide a Member-4 copy of DD Form 214 discharge papers and a letter from the Department of Veterans Affairs Regional Processing Office, Muskogee, OK stating that they have exhausted federal veterans' educational benefits. To obtain VA letter for Hazlewood purposes, please telephone 1-888-442-4551, prompts 1 then 0. An application for Hazlewood Act benefits is available in the Veterans Affairs Office; all necessary documentation must be provided for the Hazlewood exemption to be granted by the census date in a term.

### **TUITION & FEE PAYMENT DEADLINES**

**Spring 2008 Registration-Final Payment Deadline is January 8, 2008.**

**Orientation Registration-Final Payment Deadline is January 15, 2008.**

**Failure to pay fees by the deadline will result in automatic cancellation of your registration.**

**For students registering on or after Jan. 8, 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 on (1) Student and Financial. (2) Student Account and (3) Bill/Payment Suite. When making a payment, choose the appropriate term.**

**\*\*\*If your billing address has changed, please notify the Business Office Immediately\*\*\***

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

**1. INSTALLMENT PAYMENT PLANS (FALL AND SPRING ONLY)**

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 \$25.00 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 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 balances from prior terms or a current term balance, for tuition and fees, less than \$200 are not eligible.

Students registering for classes during SAIL registration, and want to enroll in one of the Installment Payment Plans, must sign up on SAIL on or before January 8, 2008. To enroll for one of the options go to SAIL, click on (1) Student and Financial Aid, (2) Student Account, (3) Bill/Payment Suite and (4) the Payment Plan Tab; then choose the desired plan and sign the agreement.

**2. PAYMENT BY CREDIT CARD**

The University accepts MasterCard, American Express and Discover for payment of tuition and fees on line through SAIL only. Credit Card payments are not accepted at the Business Office. Payments with credit cards will incur a service fee of 1.9% at the time of payment.

**3. FINANCIAL ASSISTANCE**

Financial Assistance grants and scholarships will be reflected as authorized or memo aid on tuition/fee bills for students who have been awarded and accepted their aid until January 8, 2008. 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 and complete all necessary documentation before it can be applied to your account. First-year, first-time borrowers will not received loan funds until 30 days after classes begin. All loans are disbursed in at least two installments. Students receiving Spring only loans will receive the second installment after the midpoint of the semester. Students who have not been awarded a financial assistance package, and in need of assistance, are encouraged to apply for an Emergency Loan. See below for more information.

**4. 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 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 completed and applications and promissory note. All emergency loans are processed on first-come, first-served basis as long as funds are available.

Applications for Emergency Tuition and Book Loans for Spring 2008 will be accepted for processing beginning December 11, 2007. No applications will be accepted prior to this date. Loans will be processed until funds have been exhausted. Forms are available on the Business Office website <http://www2.tamucc.edu/business> under downloadable forms.

## REFUNDS FROM THE BUSINESS OFFICE

Effective December 10, 2007 all refunds will be processed through a 3<sup>rd</sup> party bank (Higher One). All registered students will received an Easy Refund Card (MasterCard Debit Card) through the mail to the Billing address on file at the University beginning December 1, 2007, changes to this address must be completed prior to November 9 for the initial carding for Fall students. This is not a credit card so do not throw it away. The card must be activated at <https://corpuschristi.higheroneaccount.com> and then the student must choose the method that the refund will be delivered. The three options are: 1) Opening a Higher One Account (1 day to receive refund), 2) Direct Deposit into a bank account of your choice (2-3 days to received refund) or 3) Paper check (5+ days to receive refund). If you do not activate your card Higher One will not be able to process your refund.

New students will begin the process of receiving their Easy Refund Card upon registration. Once you have registered then you will receive the card in 7 to 10 business days.

If you have not received your Easy Refund Card please go to <https://corpuschristi.higheroneaccount.com> and select Where's My Card or contact the Business Office at (361) 825-2600.

## 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, the release of transcripts, 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.

## 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 or processed on line 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 5765  
Corpus Christi, TX 78412-5765

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) January , 2008. No refunds for dropping classes after February 1 , 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.