



# REGISTRATION / DROP FORM

## Office of the University Registrar

**Semester/Year**

Fall 20 \_\_\_\_ 
  Wintermester 20 \_\_\_\_ 
  Spring 20 \_\_\_\_ 
  Maymester 20 \_\_\_\_ 
  Sum. I 20 \_\_\_\_ 
  Summer II 20 \_\_\_\_ 
  Sum III 20 \_\_\_\_

TAMIU ID	Last Name	First Name	MI	Date of Birth
Mailing Address		City, State, Zip		Phone Number
Email			Student Level	
			<input type="checkbox"/> Concurrent <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Doctoral	

-Please check to make sure course prerequisites have been met. If you have not, you must complete a Request for Waiver of Prerequisites form for approval.  
 -Schedule changes can be made anytime throughout registration, provided that you are only adding advisor-approved courses. If you add a course to your schedule, you must pay the additional tuition and fees prior to the registration tuition payment deadline to validate the added course. A \$100 late registration fee will be assessed to all students registering between the 1st class day and the official census date for a term.

Course(s) to be REGISTERED for				
CRN (5-digit)	Crse Prefix (Ex: ENGL)	Crse No. (Ex: 1301)	Crse Sec (Ex: 101)	Comments / Special Permission (if required)

**Total Hrs:** \_\_\_\_\_ (\*\*If total hours exceed 18 for undergraduate students or 12 for graduate/doctoral students for the long term, an Overload Approval Form is required.)

Course(s) to be DROPPED				
CRN (5-digit)	Crse Prefix (Ex: ENGL)	Crse No. (Ex: 1301)	Crse Sec (Ex: 101)	Comments / Special Permission (if required)

**Total Hrs:** \_\_\_\_\_

**Agreement of Understanding**

I understand that by being allowed to use UCONNECT to register for classes, I will register ONLY for advisor-approved courses and for courses for which I have met all required prerequisites. I further understand that my schedule will be reviewed to determine if I am eligible for the courses into which I have enrolled. If it is determined that I am not, I will be dropped from those courses. I also understand that if this drop causes my course load to drop below full-time as stated in the university catalog, it may adversely impact: health insurance benefits, financial aid, athletic eligibility, USCIS status, veterans' benefits, and eligibility to participate in extracurricular activities.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Professor/Instructor Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Processed by

\_\_\_\_\_  
Date

*White - Registrar*

*Pink - Student*

## **Instructions**

- 1.) Complete form (all fields are required).
- 2.) Check for holds (you may check on UCONNECT at <http://uconnect.tamtu.edu>).
- 3.) If you have holds, clear them with the appropriate department.
- 4.) Once holds are cleared, visit (if applicable) with an advisor to select your courses.
- 5.) Make sure all course information is complete and that all required signatures are obtained.
- 6.) Submit form to the Office of the University Registrar to complete registration process.

## **Additional Information**

The TAMTU Student Handbook provides information about student rights and responsibilities, in addition to laws which protect your right to know. To learn more, please visit <http://www.tamtu.edu/scce/index.shtml> or contact the Office of Student Conduct and Community Engagement located in Student Center 226 at (956) 326-2265.

**WAITLIST POLICY:** A student may request to be waitlisted for a closed course. If space becomes available, students will be notified via email and will be given a certain deadline to take action and register for the desired course. It is the student's responsibility to check their status in the course. Requesting to be waitlisted makes the student liable for all tuition and fees due if a space becomes available. A drop must be processed by the student if the class is no longer desired.

*Please note: A student may not be waitlisted for one section of a course and registered in another section of the same course.*

For any information regarding registration, fees, or degree plans, please visit [catalog.tamtu.edu](http://catalog.tamtu.edu).

<b>Office</b>	<b>Location</b>	<b>Telephone Number</b>
ACE Advising & Retention	ZSC 101	(956) 326-4977
Athletics Department	KCB 107	(956) 326-3000
Graduate School	ZSC 223	(956) 326-3020
International Experiences	ZSC 206	(956) 326-2282
Office of Recruitment & School Relations	ZSC 130	(956) 326-2270
Office of Admissions	ZSC 129	(956) 326-2200
Office of Financial Aid	ZSC 214	(956) 326-2225
Office of the University Registrar	ZSC 121	(956) 326-2250