Registration and Records

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107 Mike Loya Academic Services Building
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www.utep.edu/register (http://www.utep.edu/register/)

The Registration and Records Office houses several functions:

1. **Scheduling** coordinates faculty and classroom assignments; and
2. **Registration and Records Office** is responsible for the maintenance of student records and all registration transactions, including enrollment verifications, transcript requests, graduation applications, and diplomas.

Registration

Registration is a process every student must successfully complete each semester. Although every effort is made to advise students academically, final responsibility for registration rests with the student. Students can attend only those classes for which they are officially enrolled. A student is not enrolled in a course and will not receive a grade for it unless the proper tuition and fees are paid by the deadlines published in the online Class Schedule at www.utep.edu/register (http://www.utep.edu/register/) or unless arrangements have been made with the Student Business Services Office for deferral of payment. If after census day, a student continues to attend classes even after their class schedule was cancelled because tuition and fees were not paid, or a student attends a course(s) that he or she is not officially registered in, the student must obtain approval from the instructor(s) to enroll in the course(s). After the semester is closed, the student must obtain approval from the instructor(s) and department chair(s) to enroll in the course(s) no later than 90 days after the end of the term for which the approval is being requested. All approvals must be forwarded to the Registration and Records Office. The student must pay the proper tuition and fees, plus any late fees associated with the late enrollment. After registration, enrollment can be verified by the Registration and Records Office.

Late Registration

Any student who, with proper permission, registers after the scheduled days for regular registration will be required to pay a special charge of $20.00 for the late Web registration process, $30.00 for in-person late registration, or $50.00 on or after the first official school day of class. A new student will have the late registration fee waived as long as registration is made before the first official day of class. Late registrants are subject to the same regulations and course requirements as students who enroll on time. Classes missed because of late registration will be counted as absences, and class or laboratory work missed will be counted as a zero (0) unless the instructor grants the student permission to make up the work.

Any student who has been withdrawn and has his or her schedule reinstated after census day will be assessed a $200 reinstatement fee.

Audit Registration

Courses can be audited under the following provisions:

1. Students should complete an Audit Registration Form for each course to be audited after classes have begun and prior to the Census Day of the long semester. This form must be signed by the instructor teaching the course and by the department chair and then taken to Student Business Services in the Academic Services Building for payment.
2. No grades will be assigned and no credit will be awarded for audited courses. The extent of the auditing student’s class participation is at the discretion of the instructor.
3. Credit by examination for audited courses will not be permitted unless tuition and all appropriate fees are paid before the exam is taken.
4. The following courses cannot be audited: clinical, laboratory, studio activity, any physical activity class (such as PE or Dance), individual instruction, private lessons, or courses specified in the degree plan. It is the student’s responsibility to verify that the course being audited is not within the excluded categories. Audit registration fees will not be refunded for a class in an excluded category.
5. Audit-only students must purchase a library community user card and a parking decal if they wish to park on UTEP property. Other student benefits such as tickets to events, student health services, access to the Swimming and Fitness Center, or a student ID are not available to audit-only students. Existing student IDs will not be activated for any semester in which a student is in an audit-only status.
6. Audit fees:
   a. $10.00 per course for students concurrently enrolled at UTEP.
   b. $30.00 per course for students not concurrently enrolled at UTEP.
   c. No charge for students over 65 years of age.
7. Students should not register for courses they plan to audit. Course registration does not guarantee a seat as an auditor. Registering for the course will result in assessment of regular tuition and fees, in addition to the audit fees noted above.

**Dropping Courses and Complete Withdrawals**

Students can drop individual courses or completely withdraw from the University as described below. Refer to the online Academic Calendar at www.utep.edu/calendar (http://www.utep.edu/register/) or to the online Class Schedule at www.utep.edu/register (http://www.utep.edu/register/) to identify the dates during which adds, drops, withdrawals, and pass/fail registration changes can occur.

**Dropping Courses**

**Student-initiated Drops**

It is the student's responsibility to officially drop a course that she or he no longer wishes to take. Failure to do so can result in a grade of F on the student's academic record. Athletes must receive permission from the Miner Athletic Advising Center before dropping a course. International students with F or J visas must receive permission from the Office of International Programs before dropping a course.

In order to ensure that s/he is eligible for a grade of "W," the student must initiate all drops prior to the "Automatic W Deadline" published in the Academic Calendar. The Academic Calendar is available on the Registrar's website.

Exceptions to this deadline will be considered if the student has a medical condition that would justify a request after the Automatic W Deadline. In order to petition for an exception, the student must submit a request with supporting documentation to the University Student Withdrawal Committee. Supporting documentation may include a letter from the attending physician, clinical psychologist, or licensed clinical practitioner on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and that the student must withdraw because of the medical condition. Supporting documentation must be submitted within the semester or no later than 180 days after the end of the term for which the withdrawal is being requested. If the student is unable to act on his or her own behalf, a representative can do this for the student.

**Administrative Drops**

During registration periods for upcoming semesters, students will be dropped from registered courses for failure to meet prerequisites or corequisites after final grades have been posted for the current semester and before the beginning of late registration for the forthcoming semester. A student can petition the department chair of the course in question for a prerequisite or corequisite waiver.

At the discretion of the instructor, a student can be dropped from a course because of excessive absences or lack of effort. A grade of W will be assigned before the course drop deadline or a grade of F after the course drop deadline. A grade of F received because of disciplinary action imposed by the University overrides a grade of W received through a student-initiated or faculty drop. Students will be notified of their drop through their UTEP e-mail account.

Students can also be administratively withdrawn from a course during the semester for other reasons, with the concurrence of the instructor and department chair or dean. Approved requests will be forwarded to the Registration and Records Office for processing.

Students are responsible for checking their class schedules in Goldmine and for checking their official UTEP preferred e-mail accounts to determine whether they have been dropped from a class.

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**Course Drops**

The policies below under "Course Drops" apply to withdrawal from individual courses but not withdrawal from the student's entire course schedule. For policies that pertain to complete withdrawal from all courses on the student schedule, please refer to the section titled "Complete Withdrawal From All Courses for the Semester." below.

**Student-Initiated Drops**

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**Administrative Drops**

During registration periods for upcoming semesters, students will be dropped from registered courses for failure to meet prerequisites or corequisites after final grades have been posted for the current semester and before the beginning of late registration for next semester. A student may petition the department chair of the course in question for a prerequisite or corequisite waiver.

At the discretion of the instructor, a student can be dropped from a course because of excessive absences or lack of effort. A grade of "W" will be assigned before the course drop deadline and a grade of "F" after the course drop deadline. A grade of "F" received due to disciplinary action imposed...
Standards of Academic Performance

A UTEP drop that counts toward the six-course drop limit is noted on the academic transcript by a grade of WC. Transfer work that counts toward the limit is noted by a grade of TWC. The statement TEC 51.907 Undergraduate Course Drop Counter-(#) appears at the end of the UTEP transcript. This number reflects only UTEP drops.

For further information, contact the Registration and Records Office, 123 Academic Services Building, or call 915.747.5544.

Complete Withdrawal From All Courses for the Semester

The policies below, under "Complete Withdrawal from All Courses for the Semester," apply to withdrawal from the student’s entire re course schedule. For policies that pertain to withdrawal from individual courses, but not from all courses on the student schedule, please refer to the section titled "Course Drops," above.

Students who withdraw from all courses for the semester must do so in person through the Registration and Records Office. Students who cannot drop in person can submit a fax with signature to 915.747.8764 or an e-mail using their UTEP e-mail account to records@utep.edu. Athletes must receive permission from the Miner Athletic Advising Center before dropping all classes. International students with F or J visas must receive permission from the Office of International Programs before dropping all classes. Students receiving financial aid or student loans must clear through the Financial Aid Office.

Students who drop all courses for the semester and re-enroll the following semester are allowed to re-enroll based on their last academic standing as described in the Standards of Academic Performance section of this catalog. Students who were enrolled in professional programs such as Social
Work, Clinical Laboratory Science, Nursing, Occupational Therapy, Physical Therapy, and Speech Language Pathology should check with their major department to determine their eligibility for re-enrollment in the program.

Complete withdrawal from all courses for a semester does not count toward the six-drop limit for first-time, first-year students who enter fall 2007 or thereafter. A student who withdraws from all classes for the semester immediately loses access to services and privileges available to enrolled students.

Financial information concerning drops and withdrawals can be found in the Refund of Tuition and Fees (http://catalog.utep.edu/undergrad/financial-information/) section of this catalog.

Student-initiated withdrawals that do not require a refund and that are submitted prior to the Complete Withdrawal deadline noted in the Academic Calendar may be submitted by the student to the Registrar's Office as described above. Complete withdrawal requests that require a refund or which are submitted after the Complete Withdrawal Deadline must be submitted to the University Student Withdrawal Committee. The Committee is comprised of representatives from the following five departments: the Office of the Vice President for Student Affairs. The Faculty Senate, the Registrar's Office, the Office of Student Financial Aid, and Student Business Services Office. The department head of each of the preceding offices will appoint a representative to serve on the University Student Withdrawal Committee. For certain complete withdrawal categories noted below, the student or his/her representative will be asked to present supporting documentation to the University Student Withdrawal Committee. The committee will meet as frequently as needed but no less than once each month in order to provide timely response to requests for withdrawal.

The University Student Withdrawal Committee will review documentation as noted under each category below and will have the authority to: (i) grant a complete withdrawal with refund (if the request is within 90 days of the end of the term, as described below); (2) grant a complete withdrawal without refund; or (3) deny the student's request for a complete withdrawal. If the request for a complete withdrawal is denied, the Registrar's Office will request final grades from the student's instructors. As needed, the University Student Withdrawal Committee may solicit information from the student's instructors or other faculty members in order to make a decision. The Registrar's Office is responsible for collecting and storing all documentation associated with the student's request for a withdrawal. The student may appeal the Committee's decision by petitioning the Office of the Provost.

Requests for complete withdrawals, with the required documents, related to medical reasons, medical conditions of a family member, death of a family member, active military service, and death of a student, will only be accepted if received within 90 days of the end of the term for which the withdrawal is being requested. After 90 day of the end of the term for which the withdrawal is being requested. After 90 days, a full refund of tuition and fees will not be approved.

Complete Withdrawal Due to Academic Performance

After final grades have been posted for the current semester, and before late registration begins for the next semester, students whose academic standing makes them ineligible to re-enroll will be withdrawn from all their classes for the next semester. For further details, refer to the Standards of Academic Performance section in this catalog.

Complete Withdrawal Due to Medical Reasons

A student who must withdraw completely due to medical reasons must submit a request with supporting documentation to the University Student Withdrawal Committee. Supporting documentation may include a letter from the attending physician, clinical psychologist, or licensed clinical practitioner on official letterhead with an original signature, stating the date(s) within the semester that the student was under medical care and that the student must withdraw because of the medical condition. Supporting documentation must be submitted within the semester or no later than 180 days after the end of the term for which the withdrawal is being requested. If the student is unable to act on his or her own behalf, a representative can do this for the student.

Complete Withdrawal Due to Medical Conditions of a Family Member

A student who must withdraw completely because of a medical condition of an immediate family member must submit a request with supporting documentation to the University Student Withdrawal Committee. Supporting documentation may include a letter from the family member's attending physician, clinical psychologist, or licensed clinical practitioner confirming that the student's immediate family member was under medical care, and that the student must withdraw to attend to the immediate family member's medical condition. This letter must be submitted within the semester no later than 180 days after the end of the term for which the withdrawal is being requested. If the student is unable to act on his or her own behalf, a representative may do this for the student. “Immediate family member” can be defined as a husband, wife, parent, sibling, child, legal guardian, or grandparent; other relationships can be considered on a case-by-case basis.

Complete Withdrawal Due to Death of a Family Member

A student who must withdraw because of the death of an immediate family member must submit a request with supporting documentation to the University Student Withdrawal Committee during the semester or no later than 180 days after the end of the term for which the withdrawal is being requested. Supporting documentation may include a death certificate. “Immediate family member” is defined as a husband, wife, parent, brother, sister, son, daughter, legal guardian, or grandparent; other relationships can be considered on a case-by-case basis. Once documentation has been received, the student will be withdrawn.

Complete Withdrawal Due to Death of Student

Upon the death of a student, the student's parent, spouse, or legal guardian must submit a request with supporting documentation to the University Student Withdrawal Committee within the semester or no later than 180 days after the end of the term so that the student can be withdrawn from all classes. Supporting documentation may include a death certificate.
Complete Withdrawal Due to Active Military Service

Students who have to withdraw because they have been called to active military service submit a request with supporting documentation to the University Student Withdrawal Committee. Supporting documentation most often includes a copy of the student's military orders. Grades will be assigned as described below. Military personnel can select one of the withdrawal options below according to the Texas Education Code, Sec. 54.006:

1. Receive a refund of the tuition and fees paid for the withdrawn semester (see NOTE below);
2. If eligible, receive grades of Incomplete (I) from instructors, with the notation “Withdrawn – Military” appearing on the academic transcript (see section on Incomplete or In-progress Work in this catalog); or
3. Receive an appropriate final grade or credit if the instructor determines that a substantial amount of coursework has been satisfactorily completed and sufficient mastery of the course material has been demonstrated. With this option, the student will not be eligible for a full refund of tuition and fees.

Requests for complete withdrawals, with the required documents, related to medical reasons, medical conditions of a family member, death of a family member, active military service, and death of a student, will only be accepted if received within 90 days of the end of the term for which the withdrawal is being requested. After 90 days, a full refund of tuition and fees will not be approved.

Complete Withdrawal Due to Other Extenuating Circumstance

Students with extenuating circumstances not specifically outlined above may submit a request for a complete withdrawal and supporting documentation to the University Student Withdrawal Committee.

Grade Assignment for Drops and Withdrawals and Complete Withdrawals

Grades will be assigned as follows when a student drops a course or completely withdraws from the University:

1. If a student drops a course or all courses before the official census date of a semester, neither the course nor a grade will appear on the student’s academic record.
2. If a student withdraws from a course after the census date, but before the student initiated course drop deadline listed in the on-line Class Schedule, a grade of W will be assigned.
3. With the exception of complete withdrawals and student-initiated drops for medical purposes that are approved by the University Student Withdrawal Committee, if the student drops after the student-initiated course drop deadline, instructors will determine a grade of “W” or “F” for each course. A grade of W will be considered only under exceptional circumstances and must be approved by the instructor and department chair for the course. A student may need to petition the instructor for a grade of “W” in writing with the necessary supporting documentation.
4. In the event of a complete withdrawal due to medical reasons, medical conditions of a family member, death of a family member, death of the student, or military service, and in the case of student-initiated drops for medical purposes that are approved by the University Student Withdrawal Committee, grades of “W” will appear on the student's academic record.