Enrollment Services

Enrollment Services consists of six departments:

1. Office of Undergraduate Admissions and Recruitment (p. 1)
2. Office of Financial Aid (p. 13)
3. Student Assessment and Testing (p. 14)
4. New Student Orientation (p. 16)
5. Military Services (p. 16)
6. Registration and Records (p. 17)

Enrollment Services Center

The Enrollment Services Center provides information about admission requirements and procedures, course registration, financial resources, academic program offerings, and general information about the University. The Miner Call Center (915-747-5105) is housed in the Enrollment Services Center to help students with questions related to Student Business Services and Financial Aid. It was established as a single central customer contact center for students using the latest customer relationship management (CRM) and call center technology.

101 Mike Loya Academic Services Building
Phone: 915.747.6186
esc@utep.edu
http://www.utep.edu/enrollmentservices/

Printing Policy

The computer lab in the Enrollment Services Center is an Administrative Computer lab. Students, faculty, and staff are welcome to use the facility. Use and printing must contribute to official UTEP business.

Office of Undergraduate Admissions and Recruitment

102 Mike Loya Academic Services Building
Phone: 915.747.5890
futureminers@utep.edu
www.utep.edu/admissions

The Office of Undergraduate Admissions and Recruitment assists students with enrollment into the University. It provides information about admission requirements and procedures, financial resources, academic program offerings, and general information about the University. In addition, this office determines all students' eligibility for admission and evaluates transfer credit according to standards set by Texas law, the Board of Regents of the University of Texas System, and UTEP faculty.

Admission Policies and Procedures

The requirements for undergraduate admission to the University are described below and are based on the student's previous academic preparation.

All prospective students are encouraged to apply online through Apply Texas. This electronic application is used by all Texas public universities and can be found at www.applytexas.org.

Application Dates and Fees

Applications for admission and all supporting documents are due by the following priority dates:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>October 1</td>
<td>March 1</td>
</tr>
</tbody>
</table>

There are no application fees for domestic applicants.

All applications and documents from international students must be received by the priority date and must be accompanied by a non-refundable $65.00 application fee. Payment may be made in-person to UTEP Students Business Services located at:

The University of Texas at El Paso
Mike Loya Academic Services Building
102 Mike Loya Academic Services Bldg
500 W University Ave
El Paso, TX 79968
Checks of money orders should be made payable to The University of Texas at El Paso and mailed to the address above. Please include the student's name, application semester, and UTEP ID number (which is used upon receipt of an application for admission) on the check or money order.

Students may also pay online with a credit card through the UTEP Miner Shoppe, at the following link: https://secure.touchnet.net/C21711_ustores/web/index.jsp (https://secure.touchnet.net/C21711_ustores/web/)

Secondary Admission Requirements
Admission to the University does not assure admission into any programs that may have specific admission requirements. Certain programs require students to submit to, and satisfactorily complete, a criminal history review as a condition of admission and/or participation in education experiences. Students who refuse to submit to a background check, or who do not pass the background check, may be dismissed from the program. Students should consult with the appropriate department to determine any other requirements that must be met.

First-Time Freshman Admission
Applicants who have never attended another college or university or have not earned college credit through non-traditional methods (e.g., military credit or credit from specialized schools) should apply for admission as freshmen. Students who have earned college-level credits by participating in a dual enrollment program or have earned credit by examination (e.g., IB, AP, CLEP) while in high school also are considered freshmen.

The following first-time freshman section applies to citizens/permanent residents of the United States, and to international students who are completing high school in the United States. International students or citizens/permanent residents of the United States who completed high school or college studies in foreign countries should refer to the section on International Student Admission below.

Required Documents
Freshmen applicants must submit the following:

- Apply Texas Application (https://www.applytexas.org/adappc/gen/c_start.WBX)
- Official high school transcript or official GED score report
  - To be considered an official high school transcript, the document must indicate: (1) a college preparatory program (the Recommended High School Program or Distinguished Achievement High School Program is required for ALL graduates of Texas public high schools), (2) rank, (3) Exit-Level examination results, and (4) graduation (actual or expected) date. The academic transcript must be submitted directly from the issuing high school to the Office of Undergraduate Admissions and Recruitment.
  - All transcripts in languages other than English must be accompanied by an English translation prepared by the educational institution, an American Consulate, or a certified English translator.
- At least one of the following:
  - Official SAT and/or ACT scores
  - Official test scores must be sent directly to UTEP from the testing agency or must be recorded as part of the high school transcript and are also considered official
- A writing sample
  - Students have the option of submitting a writing sample to UTEP. Writing samples are not required, but may help expedite the admissions process for students who are unable to submit standardized test scores or for students whose scores do not adequately reflect their academic potential. Prospective students should visit the Office of Admissions and Recruitment website for more detailed information about submitting a writing sample.

All documents submitted to the University become part of the official files of the University and cannot be released or returned to the student or to another institution, nor may documents be released by way a copy.

A student who completed AP (Advanced Placement), CLEP (College Level Examination Program), International Baccalaureate (IB), SAT II Subject Exams, or DSST (DANTES Subject Standardized Tests), must submit official score report to be awarded credit. Official military AARTS or SMART transcripts, if applicable, must be submitted prior to awarding credit. For any other type of examination refer to the "Credit for Non-Traditional Educational Experiences" section of this catalog.

High School Preparation
All new first-year students applying to UTEP after graduation from a recognized Texas high school must have completed, at a minimum, the Recommended High School Program. The Recommended Program consists of 26 credits. **(24 credits for students who graduated prior to 2011).** Graduates from non-Texas or private high schools, must also meet the 26 credit requirement **(24 credits for students who graduated prior to 2011),** in addition to any other requirements set by their high schools or home state.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English, Lang.Arts, &amp; Reading 4 Credits</td>
<td>English I, II, III, and IV. English I and II for Speakers of Other Languages (SOL) may be substituted for English I and II only for immigrant students with limited English proficiency.</td>
</tr>
<tr>
<td>Mathematics 4 Credits (3 credits prior to 2011)</td>
<td>Required: Algebra I, II, &amp; Geometry. The 4th credit may be selected from the following: Mathematical Models with Applications*, Pre-calculus, Independent Study in Mathematics, AP Statistics, AP Calculus AB, AP Calculus BC, IB Mathematical Studies, IB Mathematics Standard Level, IB Mathematics Higher Level, IB Adv. Mathematical Standard Level, AP Computer Science, concurrent enrollment in college courses.</td>
</tr>
<tr>
<td>Science 4 credits (3 credits prior to 2011)</td>
<td>One course must be Biology, AP Biology, or IB Biology. Two courses from two of the following areas. Not more than one course may be chosen from each of the areas to satisfy this requirement: IPC (Integrated Physics and Chemistry); Chemistry, AP Chemistry, or IB Chemistry; Physics, AP Physics, IB Physics, or Principles of Technology I. Note: IPC cannot be taken as the final or 4th year of science, but must be taken before the senior year of high school. The fourth year of science may be selected from the laboratory-based courses listed in Chapter 112. These include: Astronomy, Aquatic Science, Earth and Space Science, Environmental Systems, AP Environmental Systems, IB Environmental Systems, Scientific Research and Design, Anatomy and Physiology of Human Systems, Medical Microbiology and Pathophysiology, Principles of Technology II, Engineering, Concurrent enrollment in college courses.</td>
</tr>
<tr>
<td>Social Studies 3 1/2 credits</td>
<td>World History Studies (One Credit) World Geography Studies (One Credit) U.S. History Studies Since Reconstruction (One Credit) U.S. Government (One-Half Credit)</td>
</tr>
<tr>
<td>Economics 1/2 credit</td>
<td>Economics with emphasis on the free enterprise system and its benefits</td>
</tr>
<tr>
<td>Physical Education 1 credit</td>
<td>The following may be substituted for the 5 physical education courses available: Drill Team, Marching Band, Cheerleading, ROTC, Athletics, Dance I-IV, Approved Private Programs, or certain career &amp; technical education courses. Currently, there is no limit on number of credits or substitutions allowed.***</td>
</tr>
<tr>
<td>Fine Arts 1 credit</td>
<td>Courses may be found in 19 TAC Chapter 17</td>
</tr>
<tr>
<td>Lang. Other Than English 2 credits</td>
<td>Must consist of Level I and Level II in the same language</td>
</tr>
<tr>
<td>Speech 1/2 Credit</td>
<td>Communication Applications Required (This course may also count as an elective.)</td>
</tr>
<tr>
<td>Electives 6 Credits (24 prior to 2011)</td>
<td>Communication Applications may be counted towards the six elective credits. Select courses from the list approved by SBOE for grades 9-12 (relating to Essential Knowledge and Skills), state-approved innovative courses, JROTC (one to four credits), or Driver Education (one-half credit). All courses counting toward meeting the credit requirements listed here must have been completed prior to the graduation date posted on the student's official transcript.</td>
</tr>
</tbody>
</table>

Students may satisfy the requirement above if they completed the portion of the recommended curriculum that was available, but were unable to complete the remainder of the curriculum solely because courses necessary to complete it were unavailable as a result of course scheduling, lack of enrollment capacity, or another cause not within the students' control. Students in this situation must request an exception by submitting the Recommended Curriculum Exception Form, found at www.utep.edu/forms (http://www.utep.edu/forms/).

**Students with Non-traditional High School Preparation**

Students who received a high school equivalency certificate are eligible for admission with an SAT score of 1500 out of 2400 (1070 if only presenting verbal and math of the SAT exam), or higher, or equivalent ACT college readiness score of 23 or higher. The TSI placement test is required to determine academic placement in English and math courses. The TSI can be taken locally at UTEP, at El Paso Community College, or at TSI test sites around the country. To find an TSI test site outside of El Paso, check with college and university testing offices in the student's area, or call the College Board toll-free at 866.607.5223.

Students who completed the Spanish version of the GED with an average standard score of 45 or higher, must also submit scores of 1000 or higher on the PAA *(Prueba de Aptitud Academica)*. Students who meet the Spanish GED and PAA requirements will be admitted into the Programa Interamericano Estudiantil (PIE).

**Graduates of Unaccredited High Schools**

Students who graduated from high schools that are not accredited by one of the accrediting organizations recognized by the State of Texas or who attended a home school program may be eligible for admission if a portion of the Recommended High School Program or Distinguished Achievement High School Program was completed with comparable content and rigor. In addition to the documents required for first-year admission, students
should also provide a Texas Private High School Certification (TPHSC) form demonstrating course equivalency to the Recommended or Distinguished Achievement High School Program. Students who are unable to provide a TPHSC form may also qualify for admission by meeting SAT score of 1500 out of 2400 (1070 if only presenting verbal and math of the SAT exam), or higher, or equivalent ACT college readiness score of 23 or higher. The TPHSC can be found by visiting www.utep.edu/forms (http://www.utep.edu/forms/).

**Freshman Admission Criteria**

Completion of the Recommended High School Program OR Distinguished Achievement High School Program OR an equivalent advanced high school program is required for applicants.

**Assured Freshman Admission**

First-time freshmen are assured admission to The University of Texas at El Paso if they fulfill one of the following criteria:

**Children of Public Servants Killed or Fatally Injured in the Line of Duty**

Children of public servants killed or fatally injured in the line of duty, as designated by Texas Education Code, Section 51.803(e), are eligible for automatic admission if they meet University-established requirements. This policy is in accordance with section 51.803 of the Texas Education Code.

**Top 10% Admission for Graduates of Texas High Schools**

First-time, first-year students are admissible to UTEP if they graduated from a Texas high school in the top 10% of their graduating class and submit all required credentials. After admission, SAT or ACT scores may be submitted to demonstrate college readiness. If college readiness cannot be determined through SAT or ACT scores, students must take the TSI assessment to determine first-semester course placement in reading, writing, and mathematics. Applicants who are not in the top 10% of their graduating class can qualify for admission based on their high school ranking and standardized test scores or through UTEP’s Reviewed Admission Programs.

*Although SAT and ACT scores are not reviewed under the Top 10% admissions criterion, students are strongly encouraged to take the SAT and/or ACT to ensure eligibility for scholarships and other types of merit-based financial assistance.*

**High School Rank and Test Scores**

Texas high school graduates and all graduates of out-of-state high schools are admissible as first-time, first-year students if they meet any of the criteria listed below:

<table>
<thead>
<tr>
<th>HS Rank in Class</th>
<th>Minimum SAT Combined Score (Verbal + Math)</th>
<th>OR</th>
<th>Minimum ACT Composite Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 25%</td>
<td>No minimum, but scores must be submitted</td>
<td>OR</td>
<td>No minimum, but scores must be submitted</td>
</tr>
<tr>
<td>Second 25%</td>
<td>920</td>
<td>OR</td>
<td>19</td>
</tr>
<tr>
<td>Third 25%</td>
<td>970</td>
<td>OR</td>
<td>20</td>
</tr>
<tr>
<td>Fourth 25%</td>
<td>1010</td>
<td>OR</td>
<td>21</td>
</tr>
<tr>
<td>No HS rank, GED, unaccredited HS, or home-school program</td>
<td>1070</td>
<td>OR</td>
<td>23</td>
</tr>
</tbody>
</table>

Students who achieve a score of 1070 on the SAT, with minimum scores of 500 each in the mathematics and verbal sections, are considered college ready and may enroll in college-level courses upon admission. Likewise, students who achieve a score of 23 on the ACT, with minimum scores of 19 each in the mathematics and English sections, are considered college ready and may enroll in college-level courses upon admission. Students who do not achieve these scores on the SAT or ACT must take the TSI assessment following admission, to determine first-semester course placement in reading, writing, and mathematics. Applicants who do not meet these criteria may qualify for admission through UTEP’s Reviewed Admission Programs.

**College Readiness**

First time, first-year students who achieve sufficient scores on a standardized test to qualify for a Texas Success Initiative (TSI) exemption, as defined in Texas Administrative Code, §4.54. Will qualify for admission as a college ready student. Applicants may also qualify for admission as a college ready student if they achieve sufficient scores on the Texas Success Initiative (TSI) Assessment, as defined in Texas Administrative Code, §4.57. As with previous admissions criterion, completion of the Recommended High School Program OR Distinguished Achievement High School Program OR an equivalent advanced high school program is required of all applicants.

The TSI Assessment may be taken at UTEP, El Paso Community College, or any other approved test site across the state. Virtual proctoring is also available. Students are encouraged to contact the Office of Student Assessment and Testing at 915.747.5009 or testing@utep.edu for additional information about the TSI assessment. Students should plan to begin Math and English requirements during the first semester of enrollment and continue until complete.

**Reviewed Freshman Admission**

Pursuant to state law and in accordance with The University of Texas System Board of Regents admissions policy, qualified applicants who do not qualify for assured admission as outlined above may be admitted outside the normal process through a holistic review process. Applicants who have
completed the Recommended High School Program or Distinguished Achievement High School Program but do not meet the requirements for first-year admission described above may be reviewed on an individual basis.

To ensure consistency and fairness of this review, admission decisions shall be based on substantive information about the applicant. This review gives consideration to the applicant’s high school and college records, the strength of academic preparation, types of courses taken, and grades earned in specific courses. Performance on standardized tests may also be considered. Applicants are encouraged to submit additional material or a writing sample for consideration in evaluating their potential for success at UTEP. Such material can document, for example, the applicant’s work experience; achievements, honors, and awards; responsibilities while attending school, including child or elder care or other major responsibilities; bilingual proficiency; socioeconomic background; residency status; involvement in community and extra-curricular activities; status as a first-generation college student; commitment to a particular field of study; strengths and talents that might not be apparent from the academic record, and experiences in surmounting obstacles in pursuit of higher education. Letters of recommendation from high school teachers, counselors, supervisors, and activity leaders are also appropriate.

For information about submitting a writing sample, prospective students should visit the Office of Admissions and Recruitment website. All other supporting materials should be submitted to The University of Texas at El Paso Admissions Appeal Committee, Office of Undergraduate Admissions and Recruitment, Mike Loya Academic Services Building, Room 102, El Paso, Texas 79968. Materials submitted to other offices will not be considered. The Reviewed Admission committee consists of representatives from the Office of Admissions and Recruitment, Academic Affairs, and Student Affairs. Securing against undue influence is the responsibility of admission officials, to include academic deans and institutional leaders.

**Provisional Freshman Admission**

First-time, first year students who do not meet the requirements for admission under criteria listed above and who score below the college readiness benchmark on the Texas Success Initiative (TSI) Assessment, as defined in Texas Administrative Code §4.54, are eligible for provisional admission through the University’s Program START Students must:

- Enroll in the College of Liberal Arts as START majors
- Attend New Student Orientation
- Be advised every term by an academic advisor in the Academic Advising Center
- Earn a grade of C or better in at least nine (9) hours of prescribed courses from at least two of the following areas: English, mathematics, natural science, foreign language, social sciences, and humanities. Any developmental coursework prescribed by TSI Assessment scores must be taken within the nine (9) hours.
- Maintain a minimum 2.0 GPA.

Once these requirements have been met, the student may declare a major.

If the student does not meet these requirements during the first semester but has at least a 1.5 cumulative GPA, an additional START semester will be allowed. START students who do not satisfy these requirements have two options if they wish to re-enroll at UTEP:

1. Apply for readmission and reinstatement by the START Manager after two calendar years have elapsed since the end of the last period of attendance; or
2. Apply for readmission through the Office of Admissions and Recruitment after attending another college or university at which a minimum of 12 semester hours of college-level work with grades of C or better in each course were earned and a minimum cumulative 2.0 GPA was maintained.

Under extenuating circumstances, an ineligible START student may petition for reinstatement through the Academic Advising Center.

Students who score below the college readiness benchmark on the Texas Success Initiative (TSI) Assessment but who earn at least nine (9) semester credit hours of college-level credit through Advanced Placement credit or international Baccalaureate credit will be exited from the START program and permitted to declare a major. The nine (9) hours of college-level credit must include at least three (3) hours of college-level English credit and at least three (3) hours of college-level mathematics credit in order for the student to fulfill provisional admission requirements and be exited from the START program.

**Transfer Admission**

The University welcomes applications from qualified individuals who have begun their college work at other accredited institutions of higher education. Transfer counselors are available in the Office of Undergraduate Admissions to assist with the admissions application and course transferability information. Additional assistance is provided regarding orientation, financial aid, scholarships, testing, and academic advising.

The following transfer applicant section applies to citizens/permanent residents of the United States and to international students who are completing collegiate studies in the United States. International students or citizens/permanent residents of the United States who completed College studies in foreign countries should refer to the section on International Student Admission, below.

**Transfer Admission Requirements**

Applicants who have completed a minimum of 12 college-level hours are eligible for admission to UTEP if they have completed a minimum of 12 semester hours of college-level work with grades of C or better and have maintained a minimum overall 2.0 (C) grade point average.
Applicants who have completed fewer than 12 college-level hours are eligible for admission to UTEP if they have earned grades of C or better in all courses taken, maintained a minimum cumulative 2.0 GPA, and meet the requirements for first-year admission.

Individual Review
Applicants who do not meet the requirements for transfer admission described above or whose individual circumstances are highly unusual with respect to their academic credentials can apply to be reviewed on an individual basis. This review gives consideration to the applicant's high school and college record, the strength of academic preparation, types of courses taken, and grades earned in specific courses. Performance on standardized tests is also considered. Applicants can submit additional material or an essay for consideration in evaluating their potential for success at UTEP. Such material can document, for example, the applicant's work experience; achievements, honors, and awards; responsibilities while attending school, including child or elder care or other major responsibilities; bilingual proficiency; socioeconomic background; residency status; involvement in community and extra-curricular activities; status as a first-generation college student; commitment to a particular field of study; strengths and talents that might not be apparent from the academic record; and experiences in surmounting obstacles in pursuit of higher education. Letters of recommendation from high school teachers, counselors, supervisors, and activity leaders are also appropriate.

Application Documents
Transfer credit used toward a degree at UTEP must come from institutions declared on the admissions application. Failure to provide complete information will be considered grounds for denial of admission, denial of transfer credit, cancellation of registration, or appropriate disciplinary action. Official transcripts from all colleges or universities the transferring student attended must be sent directly from those institutions to the Office of Undergraduate Admissions.

To be considered for admission as a transfer student, the following materials must be submitted as applicable:

1. Complete, official transcripts from EACH college or university attended.

2. Official SAT or ACT scores and an official high school transcript (required of students who graduated from high school within the past five years and have not earned 12 semester hours of transfer credit).

3. Official TOEFL, Pearson Test of English (PTE), or PAA scores (may be required of students whose high school education was in a language other than English).

Suspension periods: UTEP honors suspension periods imposed by other colleges and universities. Students ineligible to return to a previous institution or whose official records will not be released are not eligible for admission to UTEP

Transfer students who do not meet the requirements for transfer admission described above can seek admission through the Individual Review process.

Timelines
All required documents noted above must be submitted to The University of Texas at El Paso's Office of Admissions and Recruitment. An admissions decision will be administered upon receipt and evaluation of all required documents.

Transfer Policies
Evaluation of Transfer Credit
Once a student is admitted to UTEP as a transfer student, the Office of Undergraduate Admissions will provide an evaluation of courses that are transferable to the University. UTEP complies with the Texas Common Course Numbering System (TCCNS) by displaying the TCCNS number under each appropriate course entry in the course description section of this catalog. Acceptance of transfer credit by UTEP does not constitute approval of the credit for use toward a particular degree program. The applicability of transfer courses toward a degree is determined by the academic dean or the advisor in one's major or his or her designate. Students should request a degree plan from their academic department or dean's office by the time 60 semester hours have been earned. Transfer credits are awarded according to the following policies:

1. Transfer credit is generally awarded for academic courses completed at regionally accredited or nationally recognized institutions, or from institutions that are candidates for regional accreditation if the credit was earned during the candidacy period.

2. In general, only academic courses that are comparable in content to those offered at UTEP are transferable, and transfer credit carries the same value as work completed at UTEP. Whenever possible, equivalent course numbers are given; if there are no numerical equivalents, elective (TR) credit is given.

3. Only courses with grades of A, B, C, D, Credit, or Pass are evaluated, and quarter hours are converted to semester hours by multiplying the quarter hours by two-thirds.

4. Courses classified below freshman level by sending previous institution are not transferable.

5. Courses from two-year lower-division institutions transfer as lower division credit.

6. Undergraduate courses from four-year institutions transfer at the same level (lower-to-lower and upper-to-upper division).

7. Graduate-level coursework is not transferable as undergraduate credit.
8. There is no limit on the total number of hours that can be transferred from other institutions. However, a maximum of 66 semester hours of credit from two-year lower-division institutions is applicable toward a degree at UTEP.

9. Grades earned at other institutions are not averaged into the UTEP grade point average. A transfer grade point average is not computed, and only credit hours transfer to UTEP.

10. Equivalent transfer credit for engineering courses is granted only for work completed at ABET accredited institutions.

11. Equivalent transfer credit for upper-division business courses is granted only for work completed at AACSB-accredited institutions.

12. Completion of the core curriculum, or blocks within the core, at another Texas institution is considered as completion of the core, or appropriate blocks within the core, at UTEP.

13. Individual core courses completed at another Texas institution will be designated as core courses at UTEP.

14. Completion of a Field of Study at another Texas Institution is considered as completion of UTEP’s lower-division requirements for the degree program into which the student transfers. Field of Study must be in the same subject area as UTEPs degree program.

15. UTEP does not award university credit for non-academic professional certificate or life experience.

16. Workforce Education (WECM) courses are generally not accepted unless reviewed and approved by the designated Academic Department.

**Awarding Credit for Military Service**

In accordance with Texas Education Code, Section 51.3042; eligible former members of the armed forces admitted to UTEP as an undergraduate or readmitted as an undergraduate (after having withdrawn to perform military service) will be given course credit for all physical education courses the institution requires for an undergraduate degree and for additional semester credit hours, not to exceed 12, to satisfy any elective course requirements for the student's degree program for courses outside the student's major or minor.

The University of Texas at El Paso does not have any degree programs that require physical education courses and so will not award any physical education credit under Texas Education Code, Section 51.3042. Incoming students who meet the requirements will, however, be eligible to receive up to 12 semester hours of credit for elective coursework that will be applied toward their degree.

To be eligible, a veteran must have graduated from an accredited public or private high school or a high school operated by the US Department of Defense, and be honorably discharged from the US armed forces after completing at least two years of service or discharged because of disability.

To have the credit awarded, students must complete a Military Service Credit Request form and must provide proof of eligibility (i.e., DD214 or disability discharge documentation). The form can be found at www.utep.edu/forms (http://www.utep.edu/forms/) or can be requested by calling the Office of Undergraduate Admissions at 915-747-5890. Once processed (and approved), the appropriate amount of elective credit will be added to the student’s official academic record; effective the date of approval.

Please note, this process (including the awarding of credit) is irrevocable. Therefore, careful consideration should be given to the total effect of the additional course credit to degree progress and other institutional rules.

Credit earned under this policy does not prohibit UTEP from awarding additional military educational experience credit based on American Council of Education (ACE) Guide recommendations.

**Resolution of Transfer Disputes**

If the University refuses to accept lower-division credit earned at another Texas public institution of higher education, students and the institution where the credit was earned will be given written notice that the transfer credit was denied. If the denial of transfer credit is contested, UTEP will attempt to resolve the issue with the student and the sending institution according to applicable rules and guidelines of the Texas Higher Education Coordinating Board. If the dispute is not resolved to the student’s satisfaction or to the satisfaction of the sending institution within 45 days of the initial notification, the University will notify the Coordinating Board of the denial of the transfer credit and the reason for the denial. The Coordinating Board will resolve the dispute and notify all involved parties of its findings.

Questions concerning the evaluation of transfer credit should be referred to the Office of Undergraduate Admissions. UTEP students who have difficulty having UTEP credit accepted at other Texas public institutions should contact the Director of Undergraduate Admissions at UTEP for initiation of the transfer dispute resolution process.

**International Student Admission**

The University welcomes applications from qualified international students whose academic backgrounds indicate a high probability of success in desired academic programs. First-year applicants must complete high school preparation, or its equivalent, that would qualify them for admission to recognized universities in their home country. Transfer students must have completed credits at institutions recognized by the appropriate authority in the country where the institution is located.

All admission credentials will be evaluated on the basis of the admission requirements described below. Students who have attended other colleges or universities in the United States or abroad should also refer to the Transfer Admission section of this catalog for additional information about the transferability of credit.
Documents Required

The University must receive complete, official, or school-certified transcript of high school and university work sent directly from each institution attended. If the original documents are in the student’s possession, copies certified by the school, college, university, or U.S. Consulate can be submitted initially, and the originals should be presented to the Office of Undergraduate Admissions for validation when students arrive on campus. All transcripts in languages other than English must be accompanied by certified English translations by the educational institution, an American Consulate, or a certified English translator.

International applicants must submit the following documents to be considered for admission to UTEP:

- Apply Texas Application (www.applytexas.org (http://www.applytexas.org/))
- $65.00 application fee paid in U.S. dollars.
  - Payment may be made in-person to UTEP Student Business Services located at:

  UTEP Students Business Services Office
  Mike Loya Academic Services Bldg
  500 W University Ave
  El Paso, TX 79968

  Checks or money orders should be made payable to The University of Texas at El Paso and mailed to the address above. Please include the student’s name, application semester, and UTEP ID number (which is issued upon receipt of an application for admission) on the check or money order.

  Students may also pay online with a credit card through the UTEP Miner Shoppe, at the following link: https://secure.touchnet.net/C21711_ustores/web/index.jsp. (https://secure.touchnet.net/C21711_ustores/web/)
  - Satisfactory SAT, ACT, PAA, TOEFL, or Pearson Test of English (PTE) scores as described below
  - Complete, official high school transcript
  - Complete, official transcripts from EACH college or university attended (for transfer applicants).

International students who have been admitted and wish to apply for a student visa must submit the following documents in order to meet financial certification requirements as set by U.S. Citizenship and Immigration Services regulations to receive an I-20 Certificate of Eligibility for Non-Immigrant Student Status:

- Signed and completed Certification of Financial Resources form
- Appropriate documentation verifying source and availability of funds. Acceptable documents include but are not limited to bank statements, scholarship award letters, educational benefits certification from an employer, etc. For additional information regarding acceptable documentation please contact the Office of International Programs at 915.747.5664 or at oip@utep.edu.

International First-Year Admission

Secondary school or high school graduates whose academic credentials would make them eligible for admission to recognized universities in their home country will be considered for admission to UTEP if all other admission requirements are met. Applicants must present a cumulative grade average equivalent to a 3.0 on a 4.0 scale (B on a letter scale) in addition to the applicable test scores as described below.

International Transfer Admission

Applicants will be considered for admission to UTEP as transfer students if they have completed academic work at colleges or universities recognized by the appropriate authority in the country where the institution operates. A minimum overall grade point average of 2.0 on a 4.0 scale (C on a letter scale) or its equivalent is required. Applicants must be eligible to return to all previous institutions attended. During the application process, students must list all post-secondary institutions attended. Failure to do so can result in the denial or withdrawal of any admission offer previously tendered. Students transferring to UTEP from another U.S. college or university MUST notify their current International Student Advisor of their plans to transfer. Transfer students must meet the Test Score Requirements as described below.

International Student Test Score Requirements

Students whose formal academic instruction was not in English and who do not meet the standards for a waiver as stated below are required to take the TOEFL or the Pearson Test of English (PTE). Students who take the TOEFL must achieve a minimum score of 500 on the paper-based exam, 173 on the computer-based exam, and 61 on the Internet exam. Students who take the PTE must achieve a score of 44.

To receive a waiver of the English proficiency test requirement, students must have completed at least one reading/writing-intensive course at the freshman level or above at another US institution with a grade of C or better. Pre-freshman level or developmental coursework will not be reviewed when determining English proficiency test waivers. A waiver for the English proficiency test requirement is automatically granted to students from countries where English is the native language and/or the official language for academic instruction. Students with ACT English score of at least 19 or SAT Reading Comprehension of 480 also qualify for English proficiency test waivers. All test scores must be official and submitted directly from the testing agency to the Office of Undergraduate Admissions. The UTEP school codes are 6829 for the SAT, 4223 for the ACT, and 6829 for the TOEFL. Students who have successfully completed the University’s English Language Institute also meet the English proficiency requirement for regular admission.

International First-Year Admission

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Applicants to degree-seeking programs must meet all published admission requirements.

After three semesters a student must be admitted to UTEP as a degree seeking student to continue enrollment.

Official transcripts are needed to verify prerequisite requirements for courses the student intends to take at UTEP. Students are limited to three

To be considered for admission a student must submit the following:

International Student Financial Assistance

Financial assistance for our international students is limited. After admission and before an I-20 Certificate of Eligibility for Non-Immigrant Student Status (CFR) can be issued, international students must furnish a Certification of Financial Responsibility (CFR) documenting the source and amount of funding available to cover the cost of attendance while enrolled at UTEP. Citizens of Mexico who meet the requirements of the Programa de Asistencia Estudiantil (PIE) program. PIE students must enroll in ESOL (English for Speakers of Other Languages) courses. Once ESOL 1610 has been completed with a grade of C or better, the student can change to a major of choice.

The Student Assessment and Testing Web site at www.utep.edu/testing contains information about test dates and registration. If your academic background is unusual or is not described above, you should contact the Office of Undergraduate Admissions to determine which test is appropriate.

Non-Degree Admission Requirements

This category is for applicants who wish to enroll in undergraduate courses pertaining to their personal interest or continuing-education needs, and others who do not intend to work toward a formal undergraduate degree at The University of Texas at El Paso (UTEP).

A person admitted as a non-degree student who wants to take undergraduate courses must (1) be a high school graduate or have completed the GED; (2) understand that acceptance in this category does not constitute acceptance to a degree-granting program; (3) have sufficient educational background to qualify for the courses or courses in which enrollment is sought; and (4) understand that students in this non-degree category cannot be considered and do not qualify for federal or state financial aid. Persons intending to enroll in graduate-level courses must apply as post-baccalaureate non-degree students and must contact the Graduate School, as strict limitations exist for use of non-degree credits towards a graduate degree.

Applicants whose native language is not English must provide proof of English proficiency as outlined in this catalog under International Admissions Test Score Requirements.

A non-degree student may only complete a maximum of 30 semester credits under the undergraduate non-degree status. International exchange students must take 12 or more credits to satisfy visa requirements. upon completion of 30 semester credits, the student must either be admitted as a degree-seeking student at UTEP or submit a letter of appeal to the Director of Admissions to continue as a non-degree student.

All academic policies in this catalog regarding academic standing, course pre-requisites, tuition and fees rates, etc. apply to non-degree students. Any deviation from the non-degree admission policy or credit limits will be acted on by the Director of Admissions.

A non-degree student seeking admission as degree-seeking undergraduate or as a graduate student will remain classified as non-degree seeking and will not be admitted to a program until all admission requirements have been met. Total credits and cumulative GPA earned at UTEP and at any other institution of higher education will be considered when determining eligibility for admission.

Non-degree programs at UTEP

All students admitted to these programs will be classified as non-degree students taking undergraduate credits.

Transient Program

Students currently pursuing degrees at other institutions and wishing to continue studies at UTEP for a semester can be admitted as a Transient student. To be considered for admission a student must submit the following:

• Application for Admission found at www.applytexas.org (http://www.applytexas.org/)
• Official transcripts showing a minimum of 12 semester hours of college level work with a minimum cumulative GPA of 2.0.

Official transcripts are needed to verify prerequisite requirements for courses the student intends to take at UTEP. Students are limited to three semesters under this category. After three semesters a student must be admitted to UTEP as a degree seeking student to continue enrollment. Applicants to degree seeking programs must meet all published admission requirements.
**Junior Scholars Program**

The Junior Scholars Program is a cooperative effort between The University of Texas at El Paso and El Paso-area public and private schools, allowing qualified students to enroll in regular University courses while attending high school. Hours earned will count as University credit and some courses can also be approved to apply toward high school graduation requirements. For more information on this program, contact the University Honors House at 915.747.5858.

**German Abitur Program**

German NATO forces stationed at Fort Bliss often have children whose high school education has been interrupted by their family's move to the United States. UTEP has developed a 60-hour academic curriculum that the German Ministry of Education considers to be equivalent to completion of the diploma required for admission to higher education in Germany (Abitur). Students who complete this curriculum at UTEP can be considered for admission to German universities when they return to their home country. To participate in the Abitur program, students must apply for admission, submit documents showing completion of a United States high school diploma or its equivalent, and submit satisfactory TOEFL, PTE, SAT, or ACT scores as determined by the Admissions Office. Abitur students will be advised by the Academic Advising Center for the duration of their enrollment at UTEP.

**Incoming International Exchange Program students**

International students attending UTEP as International Exchange Program Participants will be admitted and enrolled under this category. To comply with U.S. Immigration and Customs Enforcement (ICE) regulations, international exchange students will be required to enroll as full-time students.

**Special Admissions Programs**

All applicants admitted under special programs will be admitted as non-degree seeking students.

**Early Admission Program**

UTEP’s Early Admission Program allows students to enroll in university courses while pursuing their high school program. Program applicants must meet the requirements for first-year admission. Credits earned during this program apply only to the student’s university degree plan. For more information, contact the Office of Undergraduate Admissions at 915.747.5890.

**Flexible Admission Program (FLEX)**

The Flexible Admission Program is designed for our first-time, non-traditional students who have never attended a college or university and who do not intend to pursue a degree at the time of admission. FLEX students can take selected basic courses to meet their personal educational objectives or to complete courses in a particular field for professional reasons. FLEX Program applicants must meet the following criteria:

- Be at least 23 years of age
- Be a citizen or permanent resident of the United States
- Have had no previous college or university experience
- Complete the undergraduate application for admission.

Once admitted under this option, students are subject to the same tuition, fees, and regulations as degree-seeking students. A maximum of 30 semester hours can be accumulated while in the FLEX Program, and the Director of Admissions must approve any FLEX enrollment beyond 30 hours. Students who choose to change from FLEX to degree-seeking status are required to meet all the requirements for regular admission. Admission into a non-degree program such as FLEX excludes you from participation in federally funded financial aid programs.

**Academic Fresh Start Program**

An applicant for undergraduate admission who is a Texas resident can choose to enter UTEP under the Academic Fresh Start statute, Texas Education Code §51.931 by submitting the Academic Fresh Start Acknowledgment Form to the Office of Undergraduate Admissions. Once the request has been processed, UTEP will not consider in its admission decision any credit or grades taken 10 or more years prior to enrollment. Courses excluded for Academic Fresh Start purposes are not:

- Considered as transfer credit.
- Counted toward a degree.
- Counted in the cumulative GPA calculation.
- Used to remove any existing high school deficiencies.
- Used to meet prerequisite requirements.

New applicants must declare Academic Fresh Start at the time of application for admission at UTEP. For returning students, these courses and grades will remain part of their official UTEP academic record, and notation will be made on the transcript indicating the portion of the record that is to be included in computing requirements for graduation. Returning UTEP students must contact Registration and Records at 915-747-5544.
Readmission

Students who meet the criteria listed below must apply for readmission to the University:

- Former students who have not enrolled in courses at UTEP for more than one academic year/consecutive Fall and Spring semester.
- Applicants who were previously admitted to UTEP but never enrolled in courses.
- Junior Scholars who have graduated from high school and wish to continue at UTEP as degree seeking students.
- Transient students who want to pursue a degree seeking program at UTEP.
- UTEP graduates seeking an additional undergraduate program.

Students who have attended other colleges or universities since last attending UTEP must submit complete, official transcripts in order to evaluate any course work completed.

Former UTEP students who left in good academic standing are guaranteed readmission to the University.

Former UTEP students who left while on Academic Probation or Suspension must have their status cleared prior to readmission. Refer to the Standard of Academic Performance section of the UG Catalog.

Readmission of Student who Withdraws to Perform Active Military Service

This section applies to students who withdraw from the University to perform active military service as a member of the United States armed forces or the Texas National Guard. Students requesting readmission within one year after being released from active military service will be readmitted to the University if they are eligible to register for classes. Upon readmission, the University shall:

- Provide any financial assistance previously provided before the students' withdrawal, if students meet current eligibility requirements for the assistance, other than any requirement directly affected by their service, such as continuous enrollment or another similar timing requirement; and
- Allow students the same academic status that they had before the withdrawal, including any course credit awarded.

The University might adopt rules requiring reasonable proof from students regarding the fact and duration of their military service.

Determining Residency for Tuition Purposes

The Office of Undergraduate Admissions is responsible for determining residency status of students for tuition purposes. The Office is guided by the Texas Education Code, the Rules and Regulations for Determining Residence Status of the Texas Higher Education Coordinating Board, and University regulations. Under the State of Texas statutes and regulations, a student or prospective student is classified as a resident of Texas, a non-resident, or a foreign student.

A resident student is an individual who is a: U.S. citizen, a national, permanent-resident alien, or an alien who has been permitted by Congress to adopt the United States as his or her domicile while in the United States and who has otherwise met the State of Texas requirements for establishing residency for tuition purposes.

A non-resident student is a: U.S. citizen, a national, permanent resident of the U.S., or an alien who has been permitted by Congress to adopt the U.S. as his or her domicile while in this country and who has not met the State of Texas requirement for establishing residency for tuition purposes.

A foreign student is an alien who is not a permanent resident of the U.S. or has not been permitted by Congress to adopt the U.S. as his or her domicile.

While these State of Texas requirements for establishing residency are complex and should be referred to in each particular circumstance, they generally require that an independent individual (18 years of age or older) establish a domicile in Texas and reside in Texas for a period of 12 months prior to the census date of the academic term in which she or he is enrolled. For minors and dependents, the parents or court-appointed legal guardian must have established a domicile and meet the residency requirements. The minor or dependent must be eligible to be claimed by the parent or court-appointed legal guardian on the parents’ or legal guardian’s federal income tax. In accordance with title 19, Texas Administrative Code §21.25, to initially establish residency status students will be required to submit a completed set of Core Residency Questions or supporting documentation, as directed.

An individual can also be classified as a Texas resident if the individual (1) graduated from a public or private high school or received the equivalent of a high school diploma in Texas; (2) resided in Texas for at least three years prior to graduation from high school or receiving the equivalent of a high school diploma; and (3) continuously resided in Texas for one year prior to the census date of the academic term of enrollment at UTEP. An individual is classified as a Texas resident until he or she establishes a residence outside of the state of Texas.

For a list of qualifying visas, visit the College for All Texas website. For these visa holders to be eligible for resident tuition, visa must be valid and residency must be established.

An individual who is classified as a non-resident or foreign student can qualify, under certain exceptions, for resident tuition rates and other charges while continuing to be classified as a non-resident or a foreign student.
Military

Certain military personnel, their spouses, and their dependent children, are eligible to pay resident tuition rates as provided through the Texas Education Code, Section 54.241(b)-(c). These provisions provide for nonresident members of the U.S. Armed Forces, including members of Texas units of the Army or Air National Guard, who are assigned to duty in Texas to pay the resident tuition rate for themselves, their spouses, and their dependent children. To qualify, the student must submit a statement once a year from an authorized officer in the services, certifying that he or she (or a parent or court-appointed legal guardian) will be assigned to duty in Texas at the time of the student’s enrollment, and is not a member of the National Guard or Reserves who will be in Texas only to attend training with Texas units.

In addition, Texas Education Code, Section 54.241(d) also provides resident tuition rates for a spouse or dependent child of a member of the Armed Forces of the United States, who is not assigned to duty in Texas but who has previously resided in Texas for a six-month period, if the member provides a document executed with the applicable military service, at least one year preceding the first day of the term or semester, stating the applicable military service in effect on the first day of the term or semester. The document must indicate that the member’s permanent residence address in Texas must designate Texas as the member's place of legal residence for federal income-tax purposes. In addition, the member must provide documentation proving that he or she has been registered to vote in Texas for the entire year preceding the first day of the semester and satisfies at least one of the following requirements: (1) has owned real property in Texas for the entire year preceding the first day of the semester (2) has had an automobile registered in Texas for the entire year preceding the first day of the semester, or at least one year preceding the first day of the semester executed a will that has not been revoked or superseded indicating that the member is a resident of Texas and deposited the will with the clerk of the county of the member's residence under Section 71, Texas Probate Code.

Other Exceptions

Other categories of non-residents who may be entitled to pay resident tuition are:

• Participants in the Academic Common Market.
• Residents of the eight New Mexico counties that border Texas.
• Recipients of competitive University scholarships of $1,000 or more.
• Students whose families transferred to Texas as part of the State's plan for economic development.
• U.S. Foreign Service Officers assigned to posts in Mexico.
• Mexican citizens with demonstrated financial need.
• Military stationed in Texas and their dependents.
• NATO forces stationed in Texas and their dependents.
• Teaching and research assistants and their dependents.
• Higher-education teachers and professors and their dependents.
• Registered nurses enrolled in postgraduate nursing degree programs.
• Veterans and service members eligible for benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for veterans (and their spouses or children).

Student Responsibilities

Reclassification as a Non-Resident. Students who have been classified as residents of Texas will be reclassified as non-resident students beginning with the semester following the date that the institution discovers the error. Per Texas Administrative Code Title 19, Part 1, Chapter 21, Subchapter B, Rule §21.28, the University reserves the right to require students to pay the difference between resident and nonresident tuition for each previous semester in which the student should have been classified as a non-resident if: (1) the student failed to provide the institution with information that a person reasonably should know would have been relevant in determining residency for tuition purposes; or (2) the student provided false information to the institution. For more information about providing false information, please see “Non-Compliance with Institutional Rules and Regulations,” below.

Reclassification as a Resident. Persons classified as non-residents upon first enrollment can request reclassification. To have residence status reconsidered, students must complete the Core Residency Questions and submit them along with the appropriate documentation regarding residency, to the Office of Undergraduate Admissions. After the questions and documentation are reviewed, students are notified in writing of the residence decision.

If students have been erroneously classified as non-residents and subsequently prove to the satisfaction of the University’s residency official that they should have been classified as resident students, they will be reclassified as residents of Texas and will be entitled to a refund of the difference between the resident and non-resident fees for the semesters in which they were erroneously classified. The University complies with Texas Education Code Section 54.056(b) and Texas Administrative Code Title 19, Part 1, Chapter 21, Subchapter B, Rule §21.28, which note that, regardless of the reason for the error, the institution shall charge resident tuition and refund the student the amount of tuition paid in excess of resident tuition.

All students are expected to pay the tuition assessed on or before the payment date for each semester as established by the University. To prevent any delay in enrollment, students are encouraged to submit all forms at least two weeks before registration.
Non-Compliance With Institutional Rules and Regulations
If students have obtained residency classification by virtue of deliberate concealment of facts or misrepresentation of facts, they can be required to repay the difference in tuition rates and can be subject to appropriate disciplinary action, in accordance with the rules and regulations of The University of Texas at El Paso. For questions on residency or to update residency status, please contact the Office of Undergraduate Admissions at 915.747.5890

Credit by Examination
We recognize academic achievement acquired outside the classroom and are pleased to offer UTEP credit for the courses listed below based on successful performance on the International Baccalaureate (IB), College Entrance Examination Board's Advanced Placement (AP) Examinations, College Level Examination Program (CLEP) tests, SAT II Subject Tests, DSST (DANTES Subject Standardized Tests), and departmental examinations. These tests, cut-off scores, and testing policies have been approved by the academic colleges and departments teaching the respective courses. There might be other areas in which departmental examinations can be given for credit; please contact the appropriate academic departments for the availability of such examinations.

Credit by Examination Policies
1. Credit by examination is available to all UTEP students unless credit has been earned for a higher level course in that subject area or a grade other than W has been received in the course.
2. Official score reports must be sent directly from the testing agency to the Office of Admissions and Recruitment.
3. Departmental test results and recommendations, with the approval of the department chair and the academic dean, must be sent directly to the Records Office.
4. If a student has received credit by examination at another institution and have completed more advanced work in that subject area with a grade of C or better, credit will be allowed based on the basis of the other institution's transcript. Otherwise, official score reports must be submitted directly from the testing agency to the Office of Admissions and Recruitment.
5. Credit earned by examination satisfies degree requirements in the same way as credit earned by classroom instruction. There is no limit to the amount of credit that can be earned by examination, and credit by examination can be used to meet prerequisites for higher-level courses.
6. Credit earned by examination does not fulfill the UTEP degree requirement for completion of 30 semester hours in residence.
7. Credit earned by examination is recorded as a grade of CR. It is included in hours earned, but not in the grade point average calculation.
8. Credit by examination is recorded on the official UTEP academic record after your first enrollment at the University.
9. Changes in credit by examination policies, tests, and cut-off scores become effective the semester after the changes are approved.

For a current list of exams and corresponding credit, please visit https://www.utep.edu/student-affairs/admissions/resources/credit-by-exam.html.

Credit for Non-Traditional Educational Experiences
Credit for non-traditional educational experiences is awarded based on American Council on Education (ACE) recommendations published in the National Guide to Educational Credit for Training Programs and the Guide to the Evaluation of Educational Experiences in the Armed Services when such recommendations are similar to courses offered at UTEP. Direct course equivalents are given for lower division ACE recommendations where applicable. Lower-division or advanced elective credit will be given for other ACE recommendations where appropriate. The academic dean or department will determine the applicability of elective credit to a student's degree plan. Official records verifying course completion from the appropriate agency or from the ACE Registry of Credit Recommendations must be submitted to the Admissions Office. If an Army/American Council on Education Registry Transcript System (AARTS) or Navy Sailor/Marine American Council on Education Registry Transcript (SMART) transcript is not available to verify military experience, official copies of the certificates of completion must be submitted.

Go Centers
Go Centers are a Texas Higher Education Coordinating Board initiative to increase postsecondary admission and enrollment among prospective college. The purpose of the Go Centers is to raise awareness among students and their families about the benefits of higher education and how to be academically and financially prepared, and they serve as one of the points of coordination between the College for Texans efforts and local schools. Go Centers are located in local high schools and staffed by UTEP students with the assistance of high school counselors. The Centers have information regarding admission to colleges and universities, financial aid, scholarships, and other materials to help foster the affordability and attainability of higher education.

Financial Aid
Mike Loya Academic Services Building, Room #204
Phone: 915.747.5204
Fax: 915.747.5631
studentfinancialaid@utep.edu
(studentfinancialaid@utep.edu)https://www.utep.edu/student-affairs/financialaid/

The primary purpose of financial aid is to provide monetary resources to undergraduate and graduate students who would otherwise be unable to pursue a postsecondary education. The Office of Student Financial Aid (OSFA) at The University of Texas at El Paso (UTEP) strives to assist all aid eligible students with paying the costs of a college education. Financial Aid Advisors provide information about financial aid programs, application procedures,
Applications for financial aid begin with completing and submitting the Free Application for Federal Student Aid (https://studentaid.ed.gov/sa/fafsa/) (FAFSA). FAFSA on the Web Worksheets are available online (https://studentaid.ed.gov/sa/sites/default/files/2018-19-fafsa-worksheet.pdf). Applicants for all aid programs, including grants, loans, and work-study, must file a FAFSA every year, starting October 1 each year, for the upcoming award year (fall, spring, and summer semesters). Completed applications received by March 15th will receive priority consideration.

The OSFA follows existing federal, state, and institutional regulations and policies. Financial aid is awarded to students based on full-time basis (undergraduate full-time is 12 credit hours or more and graduate full-time is 9 credit hours of more) for all students who are officially admitted to a degree seeking or aid eligible graduate certificate program and have met all financial aid eligibility requirements (https://www.utep.edu/student-affairs/financialaid/overview/requirements.html). Non-degree seeking students are not eligible for aid.

Additional information on scholarships, grants, loans, and work-study (student employment), as well as information about financial aid policies pertaining to recalculation of financial aid awards, satisfactory academic progress, and repayment of funds, can be found on the OSFA website (https://www.utep.edu/student-affairs/financialaid/).

Application Process

March 15 is the application submission priority date for the 2018-2019 financial aid award year. Students may be selected for verification by the FAFSA Federal Central Processing System (U.S. Department of Education). All forms and required documents must be submitted to the OSFA by March 15th for consideration of maximum aid eligibility. The processing of financial aid documents generally takes 7-10 business days; however, this timeframe may extend to 4-6 weeks during July and August, which is the OSFA’s busiest season. Late applications will be considered for aid based on the availability of funds.

Once a student’s FAFSA has been submitted and processed, the school receives the student’s need analysis which calculates a student’s Expected Family Contribution (EFC). This information is used to determine financial need. Financial need is calculated using the student’s Cost of Attendance minus EFC which equals financial need and determines the types of awards for which a student is qualified. The amount of aid awarded, combined with the student’s resources (student/family contribution) cannot exceed the student’s cost of attendance (budget). The financial aid award will be packaged from a variety of sources including scholarships, grants, work-study and loans and will be based on financial need, program eligibility, and availability of funds.

For more detailed information about FAFSA eligibility requirements and the types of student financial assistance, please see the OSFA website (https://www.utep.edu/student-affairs/financialaid/).

Cost of Attendance (https://www.utep.edu/student-affairs/financialaid/overview/cost-of-attendance.html)
Types of Aid (https://www.utep.edu/student-affairs/financialaid/types-of-aid/)

Student Assessment and Testing

Academic Advising Center Bldg.
Phone: 915.747.5009
Fax: 915.747.8013
testing@utep.edu
academics.utep.edu/testing (http://academics.utep.edu/testing/)

The Student Assessment and Testing Office serves as the test administration center for college admissions, assessment and placement tests, and several state and national professional and certification test programs. The office also provides proctoring services for correspondence tests along with information about testing services for various state-wide and national testing programs.

Prospective and current UTEP students can also save time and money by taking advantage of credit-by-examination programs offered, which include the College-Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST). The UTEP credit-by-examination testing policy is described in the Admissions section of this catalog.

Special testing accommodations are available for students with disabilities. Arrangements can be made through the Center for Accommodations and Support Services.

Mission

The Student Assessment & Testing Office is committed to providing a wide range of high quality testing/assessment services that meet the needs of the educational and business community in a secure, fair, and distraction-free environment. The staff will strive to provide personal, friendly, and
knowledgeable service to all customers. As a member of the National College Testing Association (NCTA), our office adheres to the Professional Standards and Guidelines as established by NCTA.

**Admissions Tests**

The Student Assessment and Testing Office administers the ACT (American College Test), TOEFL (Test of English as a Foreign Language), PAA (*Prueba de Aptitud Académica*) and the MAT (Miller Analogies Test). Scores from ACT, TOEFL, and PAA institutional examinations can be used only for admission to UTEP.

The Pearson Test of English (PTE) may also be used for admission purposes. The PTE is offered at off-campus locations. For a complete list of testing locations, please visit www.pearsonpte.com

Please refer to the Admission section of this catalog for information about admission test score requirements. Contact the Student Assessment and Testing Office for information on admission test dates and registration procedures.

**Texas Success Initiative (TSI)**

Entering students must satisfy the Texas Success Initiative (TSI) assessment requirement before enrolling in classes at UTEP. This can be done by taking the TSI, or one of the accepted assessment exams. For additional information about the Texas Success Initiative, refer to the Academic Advising Center section of this catalog. Minimum passing TSI assessment standards are:

1. TSI: [Writing Skills-340 and Written Essay-4] or [Written Skills of less than 340 and ABE Writing Diagnostics-4 and Written Essay 5]; Reading Skills-351; Math-350
2. ASSET: Reading Skills–41; Elementary Algebra–38; Writing Skills (Objective)–40; and Written Essay–6
3. COMPASS: Reading Skills–81; Algebra–29; Writing Skills (Objective)–59; and Written Essay–6
4. THEA: Reading–230; Mathematics–230; Writing–220

The minimum passing standard for the written essay portion of all tests is a score of 6. However, an essay with a score of 5 will meet this standard if the student meets the objective writing test minimum score of 80.

**TSI Placement Tests (Math, English and Reading)**

All entering students who do not have college-level credit in math, English, or reading-intensive courses must take the TSI test for course placement in those areas. The TSI is also used to meet the Texas Success Initiative (TSI) basic skills assessment requirement. Students can meet both testing requirements by taking the TSI, which is given by UTEP’s Student Assessment and Testing Office and in most El Paso area high schools.

Transfer students who have college-level credit in math, English or reading-intensive courses can be exempt from placement testing, but still must satisfy the TSI. The Admissions Office determines which tests must be taken or whether exemptions apply.

Placement scores are subject to change, and score reports will provide the most current course placement information. TSI math test scores expire two years after the test date if no college math credit is earned, and students must retake the math placement test. Contact the Student Assessment and Testing Office or the Academic Advising Center for current information.

**Texas Higher Education Assessment (THEA)**

The Texas Higher Education Assessment (THEA) or Quick THEA is used to meet teacher preparation requirements. For additional information on teacher preparation and certification requirements contact the College of Education. Contact the Student Assessment and Testing Office for information on THEA, Quick THEA test dates, and registration procedures.

**ESOL Placement Tests**

The ACCUPLACER ESL test is required if a student’s secondary education was not conducted in English and if the student took the TOEFL (and scored less than 600), the PTE (and scored less than 68), or the PAA for admission. Students who enroll in the ESOL Program are expected to complete the appropriate sequence of courses. Students can retake the ACCUPLACER ESL one year from the original test date if they have not enrolled in an ESOL course during the 12 months following initial testing, or with approval of the ESOL Coordinator. Contact the Student Assessment and Testing Office for information on ACCUPLACER ESL test dates and registration procedures.

**Academic Departmental Placement Tests**

Departmental placement examinations are based on policies set by individual departments. These tests may be required by departments for enrollment in specific courses. These tests also allow students to start higher in a course sequence if they have previously acquired expertise in an area. Academic advisors help determine whether departmental tests are available in specific areas and which placement tests, if any, are required. Contact the Student Assessment and Testing Office for information on placement test dates and registration procedures. The following is a list of the departmental placement tests administered by the Student Assessment and Testing Office.
Placement Test | Score Range | Course Placement
--- | --- | ---
French Part A | 0-34 | FREN 1301
French Part A | 35-44 | FREN 1302
French Part A | 45-50 | Qualify for French Part B test
French Part B | 0-41 | FREN 2301
French Part B | 42-53 | FREN 2302
French Part B | 54-60 | See Languages & Linguistics Dept
Nutrition Prerequisite: BIOL 1305 | Contact the College of Health Sciences
Spanish (For non-native speakers) | 0-18 | SPAN 1301
Spanish (For non-native speakers) | 19-27 | SPAN 1302
Spanish (For non-native speakers) | 28-35 | SPAN 2301
Spanish (For non-native speakers) | 36-44 | SPAN 2302
Spanish (For non-native speakers) | 45-50 | Any 33xx course
Spanish (For native speakers) | 0-73 | SPAN 2303
Spanish (For native speakers) | 74-83 | SPAN 2304
Spanish (For native speakers) | 84-100 | Any 33xx course
Speech | 0-69 | COMM 1301
Speech | 70-100 | Qualify for oral test

Note: Minimum scores required for course placement are subject to change. For current information, contact the Student Assessment and Testing Office. Test fees are non-refundable and nontransferable. Fees must be used during the current fiscal year.

New Student Orientation
107 Mike Loya Academic Services Building
Phone: 915.747.6752
Fax: 915.747.5841
Orientation Website:
http://utep.edu/orientation (http://academics.utep.edu/orientation/)
Orientation Registration Link:
http://utep.edu/orientation (http://academics.utep.edu/orientation/)

Supporting the University’s mission, the Office of New Student Orientation’s purpose is to guide new entering students and their families through the transition to UTEP. Orientation programs provide the information and tools needed to support their smooth transition and to ensure each students’ success and intellectual development. Orientation Programming is scheduled throughout the year to meet the needs of all entering students. There are programs specifically for freshman, transfer, and early college high school students, as well as for their families.

Attendance at the University’s orientation is mandatory for all new students. Information on college and/or program specific orientations can be found in the academic sections of the catalog. The University’s orientation program consists of an on-campus session and Enhanced New Student Orientation (ENSO) Math Workshops. During the on-campus orientation, students will: (1) connect with their academic college for an understanding of academic expectations and opportunities; (2) meet with various departments and programs to discover available services and resources to enhance their college career; (3) network with new and current students to learn more about student life and becoming engaged; (4) and learn how to navigate campus.

The Enhanced New Student Orientation (ENSO) Math Workshops are mandatory for entering freshmen who meet the following criteria and are beginning their first semester in the fall:

• Students in all programs who have placed into developmental math
• Students in programs for the Colleges of Engineering, Science, and Health Sciences who have Pre-Calculus (MATH 1508) placement.

The Math Workshops allow students to review relevant mathematical competencies based on their placement level. Students will have the opportunity to retake the placement examination upon completion of the workshop.

There is no fee for orientation programs.

Military Services
Mike Loya Academic Services Building, Room 130
500 W University
El Paso, Texas 79902
E: mssc@utep.edu
The Military Student Success Center (MSSC) at The University of Texas at El Paso (UTEP) is your designated starting point if you desire to pursue a college degree. UTEP boasts a stellar nationwide reputation and offers the lowest out-of-pocket tuition cost of any national research university. The MSSC and their dedicated staff (many of whom are veterans and students) are here to help personnel in any branch of the service to reach their educational goals.

The MSSC serves the military-affiliated community of El Paso, Fort Bliss and beyond as the epicenter for success at The University of Texas at El Paso. Through collaborative effort, the MSSC ensures student success by achieving academic, social and professional development from admissions to graduation.

Registration and Records
107 Mike Loya Academic Services Building
Phone: 915.747.5544
Fax: 915.747.8764
records@utep.edu
www.utep.edu/register (http://www.utep.edu/register/)

The Registration and Records Office houses several functions, including:

• Scheduling, which coordinates faculty and classroom assignments; and
• the Records Office, which maintains your student records and all registration transactions, including enrollment verification, transcript requests, graduation applications, and diplomas.

For detailed information concerning registration and student academic records, consult the Academic Regulations section of this catalog under General Academic Information.