

# **Registration Instructions**

**Spring 2008**

**Texas State University System  
Board of Regents**

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Texas State University—San Marcos is a member of the Texas State University System.

<b>Office</b>	<b>Phone: (512) 245-</b>	<b>Location</b>	<b>Website</b>
		<b>Need Maps?</b>	<a href="http://www.maps.txstate.edu/">www.maps.txstate.edu/</a>
Admissions	2364	UAC	<a href="http://www.admissions.txstate.edu/">www.admissions.txstate.edu/</a>
CATS Registration Help Line	7888		
Correspondence and Extension	2322	ASB 302	<a href="http://www.studyanywhere.txstate.edu/">www.studyanywhere.txstate.edu/</a>
Dean of Students/Student Justice	2124	LBJSC 5-9.1	<a href="http://www.dos.txstate.edu/">http://www.dos.txstate.edu/</a>
Disability Services	3451	LBJSC 5-5.1	<a href="http://www.ods.txstate.edu/">www.ods.txstate.edu/</a>
Financial Aid & Scholarships	2315	JCK 240	<a href="http://www.finaid.txstate.edu/">www.finaid.txstate.edu/</a>
I.D. Services	2297	LBJSC 2-9.1	<a href="http://www.aux-srvcs.txstate.edu/idservices/">http://www.aux-srvcs.txstate.edu/idservices/</a>
Library	2686	ALK	<a href="http://www.library.txstate.edu/">www.library.txstate.edu/</a>
Operator (University)	2111		
Parking Services	2887	NUEC	<a href="http://www.parking.txstate.edu/">www.parking.txstate.edu/</a>
Police (University)	2805	NUEC	<a href="http://www.police.txstate.edu/">www.police.txstate.edu/</a>
Registrar	2367	JCK 111	<a href="http://www.registrar.txstate.edu/">www.registrar.txstate.edu/</a>
Residence Life	2382	JCK 380	<a href="http://www.reslife.txstate.edu/">www.reslife.txstate.edu/</a>
Student Health Center	2161	Health Ctr	<a href="http://www.healthcenter.txstate.edu/">www.healthcenter.txstate.edu/</a>
TSIP Office	3942	ASBN 101	<a href="http://www.txstate.edu/tsip/">www.txstate.edu/tsip/</a>
Veterans Affairs	2641	JCK 111	<a href="http://www.registrar.txstate.edu/">www.registrar.txstate.edu/</a>
Round Rock Higher Ed Center	716-4000		<a href="http://www.rrhec.txstate.edu/">www.rrhec.txstate.edu</a>
<b>Departments</b>			
Accounting	2566	McCoy 431	<a href="http://www.business.txstate.edu/dept/acct/">www.business.txstate.edu/dept/acct/</a>
Aerospace Studies	2182	HINE 108	<a href="http://www.det840.net/mambo/">www.det840.net/mambo/</a>
Agriculture	2130	AG 206	<a href="http://ag.txstate.edu/">http://ag.txstate.edu/</a>
Anthropology	8272	ELA 232	<a href="http://www.txstate.edu/anthropology/">www.txstate.edu/anthropology/</a>
Art & Design	2611	JCM 2112	<a href="http://www.finearts.txstate.edu/art/">www.finearts.txstate.edu/art/</a>
Biology	2178	SUPP 384	<a href="http://www.bio.txstate.edu/">www.bio.txstate.edu/</a>
Chemistry	2156	CHEM 238	<a href="http://www.txstate.edu/chemistry/">www.txstate.edu/chemistry/</a>
Clinical Laboratory Science	3500	HPB 350B	<a href="http://www.health.txstate.edu/cls/">www.health.txstate.edu/cls/</a>
Communication Disorders	2330	HPB 150 C	<a href="http://www.health.txstate.edu/cdis/">www.health.txstate.edu/cdis/</a>
Communication Studies	2165	CENT 205	<a href="http://www.finearts.txstate.edu/commstudies/">www.finearts.txstate.edu/commstudies/</a>
Computer Information Systems & Quantitative Methods	2291	McCoy 404	<a href="http://www.cis.txstate.edu/">www.cis.txstate.edu/</a>
Computer Science	3409	NUEC 247	<a href="http://www.cs.txstate.edu/">www.cs.txstate.edu/</a>
Criminal Justice	2174	HINE 120	<a href="http://www.cj.txstate.edu/">www.cj.txstate.edu/</a>

Curriculum & Instruction	2157	ED 3045	<a href="http://www.txstate.edu/ci/">www.txstate.edu/ci/</a>
Ed. Admin. & Psych. Svcs.	2575	ED 4032	<a href="http://www.eaps.us/">www.eaps.us/</a>
English	2163	FH 365	<a href="http://www.english.txstate.edu/">www.english.txstate.edu/</a>
Family Consumer Sciences	2155	FCS 101	<a href="http://www.fcs.txstate.edu/">www.fcs.txstate.edu/</a>
Finance & Economics	2547	McCoy 504	<a href="http://www.business.txstate.edu/FIN_Eco/">www.business.txstate.edu/FIN_Eco/</a>
Geography	2170	ELA 139	<a href="http://www.geo.txstate.edu/">www.geo.txstate.edu/</a>
Health Administration	3556	HPB 250A	<a href="http://www.health.txstate.edu/HA/">www.health.txstate.edu/HA/</a>
Health Education	2561	JOW A116	<a href="http://www.hper.txstate.edu/">www.hper.txstate.edu/</a>
Health Information Mgt.	8242	HPB 220D	<a href="http://www.health.txstate.edu/HIM/">www.health.txstate.edu/HIM/</a>
History	2142	TMH 202	<a href="http://www.txstate.edu/history/">www.txstate.edu/history/</a>
Management	2571	McCoy 524	<a href="http://www.business.txstate.edu/mgt/">www.business.txstate.edu/mgt/</a>
Marketing	7428	McCoy 424	<a href="http://www.business.txstate.edu/marketing/">www.business.txstate.edu/marketing/</a>
Mass Communications	2656	OM 102	<a href="http://www.masscomm.txstate.edu/">www.masscomm.txstate.edu/</a>
Mathematics	2551	MCS 470	<a href="http://www.txstate.edu/math/">www.txstate.edu/math/</a>
Military Science	3232	FRIO 104	<a href="http://www.txstate.edu/armyrotc/">www.txstate.edu/armyrotc/</a>
Modern Language	2360	CENT 214	<a href="http://www.modlang.txstate.edu/">www.modlang.txstate.edu/</a>
Music	2651	MUS 101	<a href="http://www.finearts.txstate.edu/music/">www.finearts.txstate.edu/music/</a>
Occupational Education/CATE	2115	PED 101	<a href="http://www.oced.txstate.edu/">www.oced.txstate.edu/</a>
Philosophy	2285	PSY 110	<a href="http://www.txstate.edu/philosophy/">www.txstate.edu/philosophy/</a>
Physical Education	2561	JOW A116	<a href="http://www.hper.txstate.edu/">www.hper.txstate.edu/</a>
Physical Therapy	8351	HPB 310B	<a href="http://www.health.txstate.edu/pt/">www.health.txstate.edu/pt/</a>
Physics	2131	RFM 3240	<a href="http://www.txstate.edu/physics/">www.txstate.edu/physics/</a>
Political Science	2143	ELA 266	<a href="http://www.txstate.edu/politicalscience/">www.txstate.edu/politicalscience/</a>
Psychology	2526	PSY 208	<a href="http://www.psych.txstate.edu/">www.psych.txstate.edu/</a>
Radiation Therapy	9081	HPB 310A	<a href="http://www.health.txstate.edu/rtt/">www.health.txstate.edu/rtt/</a>
Recreation	2561	JOW A116	<a href="http://www.hper.txstate.edu/">www.hper.txstate.edu/</a>
Respiratory Care	8243	HPB 350A	<a href="http://www.health.txstate.edu/rc/">www.health.txstate.edu/rc/</a>
Social Work	2592	HPB 150A	<a href="http://www.health.txstate.edu/sowk/">www.health.txstate.edu/sowk/</a>
Sociology	2113	DERR 105	<a href="http://www.soci.txstate.edu/">www.soci.txstate.edu/</a>
Student Business Services	2544	JCK 188	<a href="http://www.txstate.edu/sbs/">http://www.txstate.edu/sbs/</a>
Technology	2137	RFM 2240	<a href="http://www.txstate.edu/technology/">www.txstate.edu/technology/</a>
Theatre	2147	THEA 101	<a href="http://www.finearts.txstate.edu/theatre/">www.finearts.txstate.edu/theatre/</a>
University Seminar	7952	ASBN 410	<a href="http://www.txstate.edu/ucollege/universityseminar">www.txstate.edu/ucollege/universityseminar</a>

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## Major and Minor Codes

### PRE-PROFESSIONAL CODES

07 Pre-Architecture 09 Pre-Nursing  
01 Pre-Dental 10 Pre-Occupational Therapy  
02 Pre-Engineering 05 Pre-Pharmacy Therapy  
03 Pre-Law 11 Pre-Physical Therapy  
04 Pre-Medicine 06 Pre-Veterinary

## MAJOR CODES (by Colleges)

100 Undeclared Majors  
101 - 199 College of Applied Arts  
200 - 299 College of Education  
300 - 399 College of Liberal Arts  
400 - 499 College of Science  
500 - 599 McCoy College of Business Administration  
600 - 699 College of Fine Arts & Comm.  
700 - 799 College of Health Professions

**Classification** is based on cumulative hours passed (not counting hours currently enrolled and nontransferable hours.)

Freshman = 0 - 29 hours  
Sophomore = 30 - 59 hours  
Junior = 60 - 89 hours  
Senior = 90 + hours

## FEES, PAYMENTS AND DEADLINES

### Tuition and Fee Information

The University reserves the right to change fees in keeping with the acts of the Texas Legislature and the Board of Regents, Texas State University System.

**Fees for Off-Campus Courses:** Off-campus students enrolled in solely off-campus courses or RRHEC courses may be eligible to have the following four fees waived from their registration bill; the medical service fee, the recreational sports fee, the bus fee and the student center fee. Students enrolled in an off-campus course will be charged an off-campus course fee of \$30 per credit hour. Students enrolled in both off-campus and on-campus courses will be charged all the fees mentioned above.

An electronic fee of \$50 per hour is charged for the purposes of funding course development and maintenance of internet or other electronic media courses. Students enrolled in solely electronic courses may be eligible to have the following four fees waived from their registration bill; the medical service fee, the recreational sports fee, the bus fee and the student center fee.

**Payment of Fees:** Registration fees and a one time general property deposit are payable before classes begin. A student is not enrolled until fees are paid. Payment may be made by check or money order payable to Texas State. Visa, MasterCard, American Express credit card payments are also acceptable. Loose coins in excess of the appropriate denomination required by banks are not acceptable for payment of any fee unless they are wrapped in appropriate denominational coin wrappers and signed by the payer.

**Fees for Auditing Courses:** Where auditing a course is permitted, all fees will be the same as if the course were taken for credit. Senior citizens, 65 or older, may audit courses without payment of a fee if space is available. Registration is permitted just prior to the start of the semester, with reduction made by the Tuition Adjustment Clerk, Student Business Services Office (JCK 188) before going on CatsWeb to register.

**Fee for Schedule Change:** A fee of \$2.00 is assessed for each change of a student's schedule during the Schedule Change Period at the beginning of each semester. A \$10.00 fee is assessed for each course dropped after the Schedule Change Period.

**Late Registration Fee:** A Late Registration Fee of \$10.00 is assessed to all currently enrolled students who do not advance register. This fee cannot be waived.

**Late Fee for Student Health Center:** A \$5.00 late fee is assessed at the Student Health Center for each emergency account receivable that is not paid within ten class days after medical treatment has been rendered.

### Student's Financial Obligations

Students are expected to meet financial obligations to the University in accordance with specified deadlines and due dates. Registration fees are payable before classes begin. Students are not entitled to enter class or laboratory until their fees and deposits have been paid. Failure to pay the amount owed in the allotted time, or payments made with checks that are returned to Texas State unpaid by the bank may result in any or all of the following:

1. Dismissal from the University,

2. Withholding of future registration privileges,
3. Withholding of grades or an official transcript,
4. Withholding the conferring of a degree,
5. Bar against re-admission for the student.
6. Warrant hold with the State of Texas
7. Referral of debt to a collection agency

Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. Students who withdraw before paying all installments may, in the event of withdrawal, receive a bill with a balance due rather than a refund. Delinquent accounts may be referred to a collection agency and the student is responsible for all attorney and collection fees.

### **Important Policies**

Advance registration, late registration and installment/schedule billing payments may be made in person, by mail, or by web. Registration payments must be received by due date or classes will be canceled.

Mailed payments must be **RECEIVED**, not postmarked, **BY THE DUE DATE**. You must make allowances for any postal delays.

If you elect not to pay the **TOTAL DUE**, you will be assessed a \$10 installment fee for each remaining installment. A \$15 delinquent fee will be assessed for late installment payments.

All refunds are applied to any outstanding obligation with the University.

All student financial aid proceeds will be applied first to outstanding tuition, fees, room or board, or any other University debts.

### **Billing Information**

Billing information, including due dates and amounts due, may be accessed on line at <http://www.sbs.txstate.edu/> or by calling Student Business Services at 512-245-2544. If you did not pay your total due at registration or have incurred new charges (example: schedule changes drop fees, etc) it is your responsibility to check on line or call the Student Business Services Office to obtain your current balance due. A \$15 delinquent charge is assessed for late installment payments.

**Official notification of installment due dates is the published Academic Calendar that can be found on line at <http://www.registrar.txstate.edu/> Students are responsible for making their installment payments by the due date.** A \$15 delinquent charge is assessed for late installment payment

### **Tuition Adjustments**

Tuition Adjustments include fee adjustments for Commission for the Blind, Commission for the Deaf, DAV (Chapter 31), Fireman & Peacetime Orphans, Good Neighbor Scholarship, Hazlewood, High School Valedictorians, Out-of-state to In-State, military, competitive scholarship or employment, ROTC Scholarship Cadets, Senior Citizens, Texas Rehabilitation Commission, Texas Employment Commission, Thesis Only, and Title VII Bilingual Scholarships, early High School graduation and Texas Tomorrow Fund.

If a student is eligible for one of the above tuition adjustments or if any other state, federal agency or approved third party is paying the student's tuition and fees, the student must submit the appropriate paperwork to the Tuition Adjustment Clerk (JCK 188) by the following date in order for the adjustment to be reflected on the **Registration Bill**.

*November 2, 2007*

Tuition Adjustment contracts are due to the Tuition Adjustment Clerk (JCK 188) for **Late Registration** by the following date:

*December 7, 2007*

Receiving a purchase order or contract from the sponsoring agency does not complete your registration. **YOU MUST COMPLETE REGISTRATION BY ONE OF THE FOLLOWING METHODS:**

- (1) On the web at [http://www.txstate.edu/pay\\_tuition](http://www.txstate.edu/pay_tuition)
- (2) In person at the Student Business Services Office on the first floor of the J. C. Kellam Building

**FAILURE TO BE RECEIPTED BY ONE OF THE ABOVE METHODS WILL RESULT IN THE CANCELLATION OF YOUR CLASSES.** For further information call the Tuition Adjustment Clerk in the Student Business Services Office at (512) 245-2480.

### **Returned Checks/EFT (e-check)**

If a check or EFT is returned unpaid for any reason other than the admitted error of the bank, the student must pay for the returned check with cash, cashier's check, money order or credit card (Visa, MasterCard or American Express) immediately. A \$30.00 service fee is assessed for each returned check. Until the check is paid, the student will be on "Cash Only" status. Cash Only status is a denial of check cashing privileges on campus.

Individuals who have three returned checks or EFT within a 12-month period, will be placed on Cash Only status. Insufficient Funds checks submitted for registration do not constitute payment and may result in additional charges for late registration.

Stopping payment on a check for fees or allowing the check to be returned unpaid by the bank for any reason does not constitute official withdrawal. Failure to follow procedures for withdrawing from Texas State may result in financial penalties and delays with future enrollment in the University.

### **Tuition Rebate Program**

As Authorized by section 54.0065, qualified students may receive a tuition rebate up to a maximum of \$1,000. To be eligible for this rebate, a student must meet all of the following conditions, as established by the Coordinating Board.

- (a) Student must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later;
- (b) Students must request a rebate for coursework related to a first baccalaureate degree received from Texas State University- San Marcos.
- (c) Student must have been a resident of Texas as set forth under Texas Administrative Code Chapter 21, Subchapter B (relating to Determining Residence Status) and have been entitled to pay resident tuition at all times while pursuing the degree;
- (d) If enrolled for the first time in fall 2005 or later, student must graduate within four calendar years from the first semester enrolled in a general academic teaching institution for a four-year degree or within five calendar years for a five-year degree if the degree is in architecture, engineering, or any other program determined by the Texas Higher Education Coordinating Board to require more than four years to complete; and
- (e) Student must have attempted *no more* than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, (except that, for the purposes of this Rebate Program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

Note that the four- or five-year time limit prescribed in section (d) above begins on the first day of the month for enrollment in the semesters described as follows: September for a fall semester; January for a spring semester; June for summer I; and August for summer II. For example, a student enrolling for the first time in fall 2006 for a four-year degree must complete that degree not later than September 1, 2010 to be eligible for the Rebate.

Students must apply for the Tuition Rebate Program no sooner than the first day of class of the semester in which the student plans to graduate and not later than the business day immediately preceding graduation. Students must consult with their academic advisor to assure they meet all requirements to qualify for this program. Rebates will first be applied to outstanding obligations owed to Texas State prior to funds being issued to the student. Applications may be obtained from the Academic Advising Centers.

**Hardship Provisions** – Effective for students who enroll for the first time in fall 2005 or later, an otherwise eligible student may be eligible for a rebate without satisfying the requirements of Section 02.01 above, if the student is awarded a baccalaureate degree and the college dean certifying the degree has determined, with the completion of the Tuition Rebate Hardship Justification, that the student has demonstrated a hardship under any of the following conditions:

- a. a severe illness or other debilitating condition that may affect the student's academic performance;



- b. an indication that the student is responsible for the care of a sick, injured, or needy person and that the student's provision of care may affect his or her academic performance; or
- c. performance of active duty military service.

### **Course Repeat Fee**

The Texas Legislature eliminated funding to higher education for courses which are attempted three or more times. Attempted courses are defined as any courses in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of "W".

In order to compensate for this loss of state funding, Texas State students who attempt a course more than twice will be charged \$278 per semester credit hour (SCH) for the course, the semester in which it is attempted for the third time. The counting period for this fee includes all courses attempted at Texas State during the Fall Semester of 2002 or later. This does not include courses attempted at another college or university. Some courses are exempt because they are designed to be repeated for additional credit such as thesis and dissertation, some music and studio art courses, independent study and some PFW and PE courses, developmental education, topics and some theater courses. Questions about exempt courses should be directed to your academic advising center for undergraduate students or Graduate College staff for graduate students.

### **Tuition for Excessive Undergraduate Hours**

Texas Education Code §54.014 specifies that resident undergraduate students may be subject to a higher tuition rate for attempting excessive hours at any public institution of higher education while classified as a resident student for tuition purposes. Texas State students attempting hours in excess of their degree program requirements will be charged at the non-resident tuition rate for those hours, and those students are categorized as follows:

1. Students initially enrolled during or after the fall 2006 semester will be charged at the non-resident rate if, prior to the start of the semester or session, the student has previously attempted 30 or more hours over the minimum number of semester credit hours required for completion of the degree program in which the student is enrolled.

2. Students initially enrolled during the fall 1999 through summer 2006 semesters will be charged at the non-resident rate if, prior to the start of the semester or session, the student has previously attempted 45 or more hours over the minimum number of semester credit hours required for completion of the degree program in which the student is enrolled.

Attempted courses include those courses attempted at Texas State or any Texas public institution of higher education. The following types of credit hours will count toward the excessive hour limit:

- Hours earned in courses in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of "W"
- Hours in Texas State off-campus courses
- Bankruptcy hours

The following types of credit hours are exempt and will not count toward the limit:

- Hours earned after a baccalaureate degree
- Hours earned through examination (without registering for a course)
- Hours from remedial and developmental courses
- Hours from technical and vocational or workforce education courses
- Hours earned by the student at a private institution or an out-of-state institution
- Hours attempted prior to declaration of fresh start • hours earned through examination (without registering for a course)
- hours from remedial and developmental courses
- hours from technical & vocational or workforce education courses
- hours earned by the student at a private institution or an out-of-state institution
- hours attempted prior to declaration of fresh start

Appeals for the Excessive Hours charge due to economic hardship are permitted under defined institutional policy. Texas State has determined that students who are eligible for financial aid under the Federal Pell Grant (Pell) program will be exempted from the non-resident tuition if, at the time of registration, their *Pell* eligibility is documented in the financial aid system at Texas State.

Students who become Pell eligible, during the semester in which they are charged the non-resident tuition, may submit eligibility documents to Student Business Services Office no later than the official last class day of the semester in which the appeal is being requested.

## Registration Payment Instructions

Register October 22 – November 9; Payment due by 12-12-07

1. Register during your appointed time.
2. Your Registration Fee Bill will be mailed to your permanent address on file in the Registrar's Office or Graduate Admissions. See the Calendar for mailing and payment information.  
NOTE: If you have not received your registration bill by the week prior to the registration payment deadline, it is your responsibility to check your registration billing information at [http://www.txstate.edu/pay\\_tuition](http://www.txstate.edu/pay_tuition) by calling the Student Business Services Office at 512-245-2544.
3. Review your registration fee bill carefully! If you have any questions, contact the Student Business Services Office at (512) 245-2544.
4. Make payment by the Advance Registration Payment Deadline. Payment for no less than the minimum due must be received by the Advance Registration deadline. You have the following payment options:
  - (a) **For E-check/ACH payments** via web log on to <http://www.sbs.txstate.edu> Please have your user name and password ready. Have your Routing Number and Bank Account Number ready, select Checking or Savings and click to continue button.
  - (b) **For credit card payments via web** log on to <http://www.sbs.txstate.edu/>. Please have your user name and password ready.
  - (c) **Mail in your payment.** Please make allowances for any unanticipated mailing delays.
  - (d) **Make payment via the drop box** located on the tennis court side of the J. C. Kellam Building (no cash payments please).
  - (e) **Pay in person at the Student Business Services Windows by cash, check or credit card**, J. C. Kellam Building, during regular office hours, M-F 8:00-5:00. You will receive a receipt at the time of payment.
5. Financial Aid & Tuition Adjustment Recipients - All Financial Aid recipients must apply their Financial Aid by logging on to the web at <http://www.sbs.txstate.edu/>—and selecting the appropriate payment option, or in person at the Student Business Services Office.

## Late Registration Payment Instructions

Register —January 3-5 and January 7-11; Payment due by 1/11/08

1. Register during the late registration period. See calendar on page 5 for appropriate dates. **You will NOT be mailed a bill for late registration.**
  2. Payment for no less than the MINIMUM DUE as stated by CatsWeb must be received by the deadline or your classes will be canceled. See the semester calendar for payment due dates. You have the following payment options:
    - (a) **For credit card payments via web** log on to <http://www.sbs.txstate.edu/>— Please have your user name and password ready.
    - (b) **For E-check/ACH payments** via web log on to <http://www.sbs.txstate.edu/>— Please have your user name and password ready. Have your Routing Number and Bank Account Number ready, select Checking or Savings and click to continue button
    - (c) **Mail in your payment.** Please make allowances for any unanticipated mailing delays.
    - (d) **Make payment** via drop box located on the tennis court side of the J.C. Kellam Building (no cash payments please).
    - (e) **Pay in person at the Student Business Services Windows**, J. C. Kellam Building, during regular office hours, M-F 8:00-5:00. You will receive a receipt at the time of payment.
  3. Financial Aid & Tuition Adjustment Recipients - All Financial Aid recipients must apply their Financial Aid by logging on to the web at <http://www.sbs.txstate.edu/>—and selecting the appropriate payment option, or in person at the Student Business Services Office.  
---WARNING---
- NOTE 1:** To prevent the cancellation of your classes, you must be receipted by the appropriate deadline to complete the registration process, even if your financial aid is enough for your minimum due.
- NOTE 2:** If you elect to pay only the MINIMUM due, you will be assessed a \$10 installment fee for each installment period.
- NOTE 3:** A copy of your schedule may be printed out off CatsWeb under Student Services.

### Registration Payment Options

\* SUMMER Tuition/Fees and Room/Board - must be paid in full at the time of registration.

\*FALL & SPRING Tuition/fees and Room/Board - must be paid by one of two methods:

(1) Total Due - full payment prior to the start of the semester.

(2) Installments - Approximately one-half of all charges are due prior to the start of the semester, one-quarter prior to the start of the sixth class week and one-quarter prior to the start of the eleventh class week.

Certain fees are not deferrable and must be paid in full prior to the start of the semester: Parking, Orientation Fee, General Property Deposit, and Late Registration fees.

Installments are not available for courses shorter than a full semester (i.e., second 8-week courses) unless enrollment for those courses occurs during regular registration.

A \$10 service fee is charged to cover the cost of handling each of the two installments. **Students may pay their account in full at any time during the semester with no penalty.**

A student who fails to make full payment of tuition & fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to make payment prior to the end of the semester may be denied credit for the work done that semester.

### Drop Box Payments

Payments mailed or placed in the Depository Drop Box located on the outside wall of the J.C. Kellam Building are accepted under the following conditions:

**Payment must be received in the Student Business Services Office on or before the due date during regular office hours. Payment must be for the stated minimum or total amount due, including any applicable service charges.**

### Delinquent Installment Payments

A delinquent charge of \$15 is assessed the first day after the installment due date. Under Texas Higher Education Code 54.007, a student's failure to make full payment prior to the end of the semester (the last regular class day of the semester) may result in the student not receiving credit for the work done that semester. See the Student Financial Obligation section for more details.

### Registration Payment Worksheet

Completion of this worksheet will guide you in determining which plan for payment of registration costs best suits your

financial situation. Use the Fees and Expenses information for the amount of each fee.

**You must decide which payment plan you want at the time payment is made.**

### Estimate of Costs

1. Tuition and required Fees \$ \_\_\_\_\_
2. Lab Fees +\$ \_\_\_\_\_
3. Off campus fees +\$ \_\_\_\_\_
4. Room & Board, if applicable +\$ \_\_\_\_\_
5. Subtotal (Line 1 + 2 + 3 + 4) \$ \_\_\_\_\_
6. Less Tuition Adjustments -\$ \_\_\_\_\_
7. Total eligible for Installment Plan Subtotal (Line 5 -6) \$ \_\_\_\_\_
8. If you choose to pay in **THREE** installments, divide Line 7 by 2 and enter result \$ \_\_\_\_\_
9. Add mandatory fees, if applicable (must be paid at time of registration):
  - 9 A. General Property Deposit (\$50) \$ \_\_\_\_\_
  - 9 B. Parking Permit \$ \_\_\_\_\_
  - 9 C. Late Registration Fee (\$10) or Special Late (\$50) \$ \_\_\_\_\_
  - 9 D. Orientation Fee (\$25) \$ \_\_\_\_\_
10. Add lines (9A through 9D) \$ \_\_\_\_\_
11. Enter estimated Financial Aid & Scholarships \$ \_\_\_\_\_
12. **ESTIMATED TOTAL DUE** at Registration (Line 7 + 10 less Line 11) \$ \_\_\_\_\_
- OR
13. **ESTIMATED MINIMUM DUE** at Registration (Line 8 + 10 less Line 11) \$ \_\_\_\_\_

### REFUNDS AND WITHDRAWAL FROM THE UNIVERSITY

Any student who has paid registration fees and officially withdraws by submitting a withdrawal request to the Registrar's Office, J.C. Kellam, 111, is entitled to a refund of tuition and fees if the following condition is met: The amount actually paid, either in full or installment, must be greater than the percentage of total semester's charges **OWED** Texas State at the time of withdrawal. The amount of the refund is calculated as follows: (Total amount of tuition and fees minus non-refundable fees) times (refund percentage) minus (outstanding balance of charges, if any) equals Refund. A schedule of the percentage owed is shown below. Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. Students who withdraw before paying all installments may, in the event of withdrawal, receive a bill with a balance due rather than a refund.

## Withdrawal Refunds

**Withdrawal is ONLY for the current semester and does not affect any future semesters in which you are enrolled. For example, if you withdraw from all classes in Summer II, this does not affect your Fall schedule.**

### **Spring Semester - Withdrawals** (1st Class Day January 14, 2008)

	<b>Owed</b>	<b>Refunded</b>
<u>Prior to 1st Class Day</u> (January 11)	\$15.00	100% - \$15.00
Class Days (1-5) Jan 14-18	20%	80%
Class Days (6-10) Jan 22-28	30%	70%
Class Days (11-15) Jan 29-Feb 4	50%	50%
Class Days (16-20) Feb 5-11	75%	25%
After 20th class day Feb 12	100%	0%

### **First Half Withdrawals**

	<b>Owed</b>	<b>Refunded</b>
<u>Prior to 1st Class Day</u> (Jan 11)	\$15.00	100% - \$15.00
Class Days (1-3) Jan 14-16	20%	80%
Class Days (4-6) Jan 17-22	50%	50%
After 6th class day Jan 23	100%	0%

### **Second Half Withdrawals**

	<b>Owed</b>	<b>Refunded</b>
<u>Prior to 1st Class Day</u> (Mar 3)	\$15.00	100% - \$15.00
Class Days (1-3) Mar 4-6	20%	80%
Class Days (4-6) Mar 7-18.	50%	50%
After 6th class day Mar 19.	100%	0%

**\*Matriculation Fee** - A matriculation fee is assessed on any withdrawals prior to the first day of classes. The refund percentages are applicable to all tuition and fees except non-refundable fees including late fees and orientation fees. Refunds of parking fees must be requested at the Parking Services Office.

An immediate refund WILL NOT be made at the time a student withdraws. Any refund will be applied to remaining unpaid obligations. If a student has paid in full, a check will be mailed within 30 days, or if you would prefer to have financial aid and refund balances sent via EFT to your bank account, sign-up via our secure web site:

<http://www.sbs.txstate.edu/students/fa/eft.html>. Reducing semester credit hours to zero is considered a withdrawal, and withdrawal refund policies apply. For other refund information, call the Refund Clerk in the Student Business Services Office, 245-2648.

## Drop Refunds

**Dropping a class** - Removing one or more classes from your schedule, **while remaining enrolled in at least one course**. If you are registered in only one class and wish to drop it, you must withdraw. Refund of applicable tuition and required fees will be made for classes dropped during the first twelve class days in the long semester or first four class days in summer terms, provided you remains enrolled at Texas State until the end of the semester. No refund is made for classes dropped after the twelfth/fourth class day.

### **Spring - Full Semester Drops**

During first 12 class days (Jan 14-30)	100%
After 12th class day (Jan 31)	None

### **First Half Drops**

During first 4 class days (Jan 14-17)	100%
After 4th class day (Jan 18)	None

### **Second Half Drops**

During first 4 class days (Mar 4-7.)	100%
After 4th class day (Mar 17)	None

Any refund will be applied to remaining unpaid obligations. If you have paid in full, a refund will be processed within 30 days and will be deposited to your bank (sign up via our secure web site: <http://www.sbs.txstate.edu/students/fa/eft.html>) or mailed to your **local address**. Check your mailing address at <http://registrar.txstate.edu/our-services/address-change.html>. **Reducing semester credit hours to zero is considered a withdrawal, and withdrawal refund policies apply.** For refund information on Special Course Offerings, call the Refund Clerk in the Student Business Services Office, 245-2648.

### Room and Board Refunds

Any student who withdraws officially from Texas State or who is granted permission to live off-campus may receive a refund on the unused portion of the room and board payment for the current installment period. A matriculation fee of \$15.00 will be assessed on any withdrawals prior to the first day of classes.

Room and board charges will continue until you have officially moved from Texas State residence halls and cleared with the Director of Residence Life. Any refund due will be applied to any unpaid financial obligation with Texas State. If the refund exceeds any unpaid balance, a refund will be processed within approximately 30 days and will be deposited to your bank (sign-up via our secure web-site: <http://www.sbs.txstate.edu/students/fa/eft/html>) or mailed to your permanent mailing address. Check your mailing address at <http://www.registrar.txstate.edu/our-services/address-change.html>.

### Refunds in the Event of Death

In the event a student dies and a refund of tuition, fees, room and board, deposits, or other monies is due the estate of the deceased student, Texas State will presume that the person most recently indicated by the student as next-of-kin on official Texas State records is to be the recipient of all refunds. The University will, as soon as practicable after the death of the student, pay all refunds to the designated next-of-kin unless the student has specifically designated in writing to the Registrar the name and address of another person to be the recipient of such refund

<b>Other Fees And Charges</b>	
Admissions Application Fee	\$40
Admissions/Evaluation Fee for International Application	\$75
Advising Fee	\$45/ long semester
	\$22.50/summer session
Auditing Fee	same as if course were taken for credit
Certificate Fee - payable when applying for Teacher's Certificate	
Texas Standard Certificate	\$75
Correspondence Instruction	\$378.00/3 hour course
Deficiency Plan Fee (for students seeking teacher certification)	
First Plan	\$40
Additional Plans (each)	\$25
Delinquent Installment Charge	
(for installments not paid by due dates)	\$15
Electronic Course Fee	\$50.00/semester credit hour
Evaluation of Foreign Credentials (for domestic applicants)	\$35
Extension Instruction	\$483.00/3 hour course
Installment Service Fee	
(for handling & other processing)	\$10/installment
Late Registration Fee	
(for processing after registration)	\$10
Matriculation Fee	
(for withdrawals prior to 1st class day)	\$15
Off Campus Course Fee	
(for all courses taken off-campus)	\$30/semester credit hour
Orientation Fee	
(mandatory, non-refundable)	\$25
Physical Therapy Application Fee	\$25
Post Baccalaureate Teaching Intern Application Fee	\$500
Reinstatement Fee	\$50
(for processing reinstatements during the same semester of a withdrawal)	

Returned Item Fee (for processing each returned check)	\$30
Schedule Change Fee (maximum*)	\$10
Special Late Registration Fee (for processing after registration is over)	\$50
Transcript Fee (official copy)	\$5
Student Health Center Fee for Overdue Accounts	\$5

### Deposits

**Property Deposit:** Every student must make a property deposit to protect Texas State from damage to or loss of Texas State property. Charges for damages are billed directly to the student or collected by the department. Failure to pay the charges promptly will cause the student to be barred from re-admission and from receiving an official transcript. If a student withdraws without paying for damages, the deposit is applied to the damages. Upon written request to the Student Business Services Office, this deposit, less outstanding charges, will be returned to the student graduating or withdrawing from school. Deposit refunds not requested within four years from date of last attendance are forfeited into a student scholarship account.

### Lab/Instructional Course Fees

Lab/Instructional Fees are listed in the course section in the right column on the same line as the course title and number.

### PFW Courses

Laundry Service fee for Physical Education Uniforms: \$7.00 per summer term

### Laundry Service Fees

For individuals who wish to use the University physical education uniforms, fees are as follows:

**Student** \$7.00 per summer term

**Faculty, staff, or spouse** \$40.00 per twelve months

**of faculty or staff:** \$ 5.00 per summer term

**Children of faculty or staff** \$10.00 per semester

**18 years of age or younger** \$5.00 per summer term

Registration Payment By Web		
Attention: FINANCIAL AID and TUITION ADJUSTMENT Recipients You MUST follow the directions for <u>Applying</u> your Financial Aid or your classes will be CANCELLED!		
Financial Aid and/or Tuition Adjustment Recipients You MUST APPLY YOUR FINANCIAL AID		
Task	Description	
To apply your Financial Aid	Follow steps 1 – 5 under Payment by Web below	
All Other Students and Partial Financial Aid/Tuition Adjustment Recipients Payment by Web Instructions		
Step	Task	Description
1	Browse to CATSWEB	Point your Netscape 4+ or IE 4+ web browser to <a href="http://www.txstate.edu/pay_tuition">http://www.txstate.edu/pay_tuition</a>
2	Login to CATSWEB	Enter <b>Student's</b> Texas State username and password. Click the login button.
3	Choose amount(s) to pay	Select the amounts you wish to pay by clicking on the appropriate radio buttons. Click the continue button. <b>Financial Aid &amp; Tuition Adjustment Recipients: You MUST apply your Financial Aid. If you do not make this selection, your classes will be CANCELLED.</b>
4	Enter required information	Credit Card Payment - Enter your Visa, MasterCard, or American Express number and Expiration Date. Click E-Check/ACH Payment – Enter your Routing Number, Bank Account Number, and Select Checking or Savings. Click the continue button.
5	Print	Print a copy of your approval page.
<b>We accept VISA, MasterCard, and American Express and E-Check!</b>		

Note: All fees are subject to change upon action of the Legislature and/or Board of Regents.  
 Check the Texas State web site at [www.txstate.edu](http://www.txstate.edu) for the most current information on tuition and fees.

### Undergraduate Tuition and Fees - Spring 2008

#### Residents of Texas

Hrs	E&G Tuit	Desig Tuit	Total Tuit	Bus <sup>1</sup>	Cmp Svc	Env	ID	Int'l	Lib	Med <sup>1</sup>	Rec Spt <sup>1</sup>	Stu Ctr <sup>1</sup>	Stu Pub	Stu Svc	Athl	Acad Adv	Total <sup>2</sup>
1	50	110	160	78	15	1	3	3	8	53	47	60	8	9	8	45	498
2	100	220	320	78	30	1	3	3	16	53	47	60	8	18	16	45	698
3	150	330	480	78	45	1	3	3	24	53	47	60	8	27	24	45	898
4	200	440	640	78	60	1	3	3	32	53	47	60	8	36	32	45	1098
5	250	550	800	78	75	1	3	3	40	53	47	60	8	45	40	45	1298
6	300	660	960	78	90	1	3	3	48	53	47	60	8	54	48	45	1498
7	350	770	1120	78	105	1	3	3	56	53	47	60	8	63	56	45	1698
8	400	880	1280	78	120	1	3	3	64	53	47	60	8	72	64	45	1898
9	450	990	1440	78	135	1	3	3	72	53	47	60	8	81	72	45	2098
10	500	1100	1600	78	150	1	3	3	80	53	47	60	8	90	80	45	2298
11	550	1210	1760	78	165	1	3	3	88	53	47	60	8	90	88	45	2489
12	600	1320	1920	78	180	1	3	3	96	53	47	60	8	90	96	45	2680
13	650	1430	2080	78	195	1	3	3	104	53	47	60	8	90	104	45	2871
14	700	1540	2240	78	210	1	3	3	112	53	47	60	8	90	112	45	3062
15	750	1650	2400	78	225	1	3	3	120	53	47	60	8	90	120	45	3253
16	800	1760	2560	78	240	1	3	3	128	53	47	60	8	90	128	45	3444
17	850	1870	2720	78	255	1	3	3	136	53	47	60	8	90	136	45	3635
18	900	1980	2880	78	270	1	3	3	144	53	47	60	8	90	144	45	3826
19	950	2090	3040	78	285	1	3	3	152	53	47	60	8	90	152	45	4017
20	1000	2200	3200	78	300	1	3	3	160	53	47	60	8	90	160	45	4208
21	1050	2310	3360	78	315	1	3	3	168	53	47	60	8	90	168	45	4399

**Important Notice to Texas Resident Students Repeating Courses:** A fee of \$278 per SCH will be charged, if you attempt a course (including drops with an earned "W") at Texas State more than twice.

**Off-Campus Students** - Please note the following differences in fees. Fee calculations are determined by whether the student is enrolled exclusively in off-campus courses or in a combination of both on- and off-campus courses.

<sup>1</sup> Students enrolled only in off-campus courses will have these fees waived and will be charged an "Off-campus" fee of \$30 per SCH for each course taken off campus.

<sup>2</sup> Students enrolled in one or more off-campus courses and on-campus will be charged an additional "Off-Campus" fee of \$30 per SCH for each course taken off campus.

An **Electronic Fee** of \$50 per SCH will be charged for courses taught via the internet.

**ALL STUDENTS - NOTE** that additional fees will be assessed for items including, but not limited to: late registration, reinstatement, installment services, delinquent installments, etc. Refer to the section "Other Fees". Also, Lab Fees may be assessed for certain classes, as noted by each course listing. TOTAL indicated in the above matrix is an estimate. This amount will vary for each student enrolled, depending upon courses taken, location (on- or off-campus or both), late registration, and other factors. TEXAS STATE is not responsible for manually calculating tuition and fees.

**ATHLETIC FEE** - A student referendum in 2005 endorsed a separate Intercollegiate Athletics fee. The fee will separate the support for intercollegiate athletics that has traditionally come from the Student Service Fee. To compensate for the new Athletic fee, the Student Service fee has been decreased.

Note: All fees are subject to change upon action of the Legislature and/or Board of Regents.  
 Check the Texas State web site at [www.txstate.edu](http://www.txstate.edu) for the most current information on tuition and fees.

**Undergraduate Tuition and Fees - Spring 2008**  
**Non-Residents and Foreign Students**

Hrs	E&G Tuition	Desig Tuition	Total Tuition	Bus <sup>1</sup>	Comp Svc	Env	ID	Int'l	Lib	Med <sup>1</sup>	Rec Spt <sup>1</sup>	Stu Ctr <sup>1</sup>	Stu Pub	Stu Svc	Athl	Adv	Total <sup>2</sup>
1	328	110	438	78	15	1	3	3	8	53	47	60	8	9	8	45	776
2	656	220	876	78	30	1	3	3	16	53	47	60	8	18	16	45	1254
3	984	330	1314	78	45	1	3	3	24	53	47	60	8	27	24	45	1732
4	1312	440	1752	78	60	1	3	3	32	53	47	60	8	36	32	45	2210
5	1640	550	2190	78	75	1	3	3	40	53	47	60	8	45	40	45	2688
6	1968	660	2628	78	90	1	3	3	48	53	47	60	8	54	48	45	3166
7	2296	770	3066	78	105	1	3	3	56	53	47	60	8	63	56	45	3644
8	2624	880	3504	78	120	1	3	3	64	53	47	60	8	72	64	45	4122
9	2952	990	3942	78	135	1	3	3	72	53	47	60	8	81	72	45	4600
10	3280	1100	4380	78	150	1	3	3	80	53	47	60	8	90	80	45	5078
11	3608	1210	4818	78	165	1	3	3	88	53	47	60	8	90	88	45	5547
12	3936	1320	5256	78	180	1	3	3	96	53	47	60	8	90	96	45	6016
13	4264	1430	5694	78	195	1	3	3	104	53	47	60	8	90	104	45	6485
14	4592	1540	6132	78	210	1	3	3	112	53	47	60	8	90	112	45	6954
15	4920	1650	6570	78	225	1	3	3	120	53	47	60	8	90	120	45	7423
16	5248	1760	7008	78	240	1	3	3	128	53	47	60	8	90	128	45	7892
17	5576	1870	7446	78	255	1	3	3	136	53	47	60	8	90	136	45	8361
18	5904	1980	7884	78	270	1	3	3	144	53	47	60	8	90	144	45	8830
19	6232	2090	8322	78	285	1	3	3	152	53	47	60	8	90	152	45	9299
20	6560	2200	8760	78	300	1	3	3	160	53	47	60	8	90	160	45	9768
21	6888	2310	9198	78	315	1	3	3	168	53	47	60	8	90	168	45	10237

**Non-resident students** on competitive academic scholarships of \$1,000 or more may be eligible for in-state "resident" tuition.

**Non-resident students** may qualify for in-state "resident" tuition if their home state has an approved tuition reciprocity agreement with the Texas State University System. Reciprocity agreements have been approved for students from Louisiana and New Mexico.

**International students with an immigration status of "F1" or "J1"** will be charged an operations fee of \$60 per long term/\$30 per short term for maintenance of records, compliance with government regulations and services for nonimmigrant students.

**Off-Campus Students** - Please note the following differences in fees. Fee calculations are determined by whether the student is enrolled exclusively in off-campus courses or in a combination of both on- and off-campus courses.

<sup>1</sup> Students enrolled only in off-campus courses will have these fees waived and will be charged an "Off-campus" fee of \$30 per SCH for each course taken off campus.

<sup>2</sup> Students enrolled in one or more off-campus courses and on-campus will be charged an additional "Off-Campus" fee of \$30 per SCH for each course taken off campus.

An **Electronic Fee** of \$50 per SCH will be charged for courses taught via the internet.

**ALL STUDENTS - NOTE** that additional fees will be assessed for items including, but not limited to: late registration, reinstatement, installment services, delinquent installments, etc. Refer to the section "Other Fees". Also, Lab Fees may be assessed for certain classes, as noted by each course listing. TOTAL indicated in the above matrix is an estimate. This amount will vary for each student enrolled, depending upon courses taken, location (on- or off-campus or both), late registration, and other factors. TEXAS STATE is not responsible for manually calculating tuition and fees.

**ATHLETIC FEE** - A student referendum in 2005 endorsed a separate Intercollegiate Athletics fee. The fee will separate the support for intercollegiate athletics that has traditionally come from the Student Service Fee. To compensate for the new Athletic fee, the Student Service fee has been decreased.



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## Graduate Tuition and Fees – Spring 2008

### Residents of Texas

Hrs	E&G Tuition	Desig Tuition	Grad Incre	Total Tuition	Bus <sup>1</sup>	Comp Svc	Env	ID	Int'l	Lib	Med <sup>1</sup>	Rec Spt <sup>1</sup>	Stud Ctr <sup>1</sup>	Stud Pub	Stud Svc	Athl	Total <sup>2</sup>
1	50	110	50	210	78	15	1	3	3	8	53	47	60	8	9	8	503
2	100	220	100	420	78	30	1	3	3	16	53	47	60	8	18	16	753
3	150	330	150	630	78	45	1	3	3	24	53	47	60	8	27	24	1003
4	200	440	200	840	78	60	1	3	3	32	53	47	60	8	36	32	1253
5	250	550	250	1050	78	75	1	3	3	40	53	47	60	8	45	40	1503
6	300	660	300	1260	78	90	1	3	3	48	53	47	60	8	54	48	1753
7	350	770	350	1470	78	105	1	3	3	56	53	47	60	8	63	56	2003
8	400	880	400	1680	78	120	1	3	3	64	53	47	60	8	72	64	2253
9	450	990	450	1890	78	135	1	3	3	72	53	47	60	8	81	72	2503
10	500	1100	500	2100	78	150	1	3	3	80	53	47	60	8	90	80	2753
11	550	1210	550	2310	78	165	1	3	3	88	53	47	60	8	90	88	2994
12	600	1320	600	2520	78	180	1	3	3	96	53	47	60	8	90	96	3235
13	650	1430	650	2730	78	195	1	3	3	104	53	47	60	8	90	104	3476
14	700	1540	700	2940	78	210	1	3	3	112	53	47	60	8	90	112	3717
15	750	1650	750	3150	78	225	1	3	3	120	53	47	60	8	90	120	3958
16	800	1760	800	3360	78	240	1	3	3	128	53	47	60	8	90	128	4199
17	850	1870	850	3570	78	255	1	3	3	136	53	47	60	8	90	136	4440
18	900	1980	900	3780	78	270	1	3	3	144	53	47	60	8	90	144	4681
19	950	2090	950	3990	78	285	1	3	3	152	53	47	60	8	90	152	4922
20	1000	2200	1000	4200	78	300	1	3	3	160	53	47	60	8	90	160	5163
21	1050	2310	1050	4410	78	315	1	3	3	168	53	47	60	8	90	168	5404

**Important Notice to Texas Resident Students Repeating Courses:** A fee of \$278 per SCH will be charged, if you attempt a course (including drops with an earned "W") at Texas State more than twice.

**Off-Campus Students** - Please note the following differences in fees. Fee calculations are determined by whether the student is enrolled exclusively in off-campus courses or in a combination of both on- and off-campus courses.

<sup>1</sup> Students enrolled only in off-campus courses will have these fees waived and will be charged an "Off-campus" fee of \$30 per SCH for each course taken off campus.

<sup>2</sup> Students enrolled in one or more off-campus courses and on-campus will be charged an additional "Off-Campus" fee of \$30 per SCH for each course taken off campus.

An **Electronic Fee** of \$50 per SCH will be charged for courses taught via the internet.

**ALL STUDENTS - NOTE** that additional fees will be assessed for items including, but not limited to: late registration, reinstatement, installment services, delinquent installments, etc. Refer to the section "Other Fees". Also, Lab Fees may be assessed for certain classes, as noted by each course listing. TOTAL indicated in the above matrix is an estimate. This amount will vary for each student enrolled, depending upon courses taken, location (on- or off-campus or both), late registration, and other factors. TEXAS STATE is not responsible for manually calculating tuition and fees.

**ATHLETIC FEE** - A student referendum in 2005 endorsed a separate Intercollegiate Athletics fee. The fee will separate the support for intercollegiate athletics that has traditionally come from the Student Service Fee. To compensate for the new Athletic fee, the Student Service fee has been decreased.

Note: All fees are subject to change upon action of the Legislature and/or Board of Regents.  
Check the Texas State web site at [www.txstate.edu](http://www.txstate.edu) for the most current information on tuition and fees.



## Graduate Tuition and Fees – Spring 2008

### Non-Residents and Foreign Students

Hrs	E&G Tuition	Desig Tuition	Grad Incre	Total Tuition	Bus <sup>1</sup>	Comp Svc	Env	ID	Int'l	Lib	Med <sup>1</sup>	Rec Spt <sup>1</sup>	Stu Ctr <sup>1</sup>	Stu Pub	Stu Svc	Athl	Total <sup>2</sup>
1	328	110	50	488	78	15	1	3	3	8	53	47	60	8	9	8	781
2	656	220	100	976	78	30	1	3	3	16	53	47	60	8	18	16	1309
3	984	330	150	1464	78	45	1	3	3	24	53	47	60	8	27	24	1837
4	1312	440	200	1952	78	60	1	3	3	32	53	47	60	8	36	32	2365
5	1640	550	250	2440	78	75	1	3	3	40	53	47	60	8	45	40	2893
6	1968	660	300	2928	78	90	1	3	3	48	53	47	60	8	54	48	3421
7	2296	770	350	3416	78	105	1	3	3	56	53	47	60	8	63	56	3949
8	2624	880	400	3904	78	120	1	3	3	64	53	47	60	8	72	64	4477
9	2952	990	450	4392	78	135	1	3	3	72	53	47	60	8	81	72	5005
10	3280	1100	500	4880	78	150	1	3	3	80	53	47	60	8	90	80	5533
11	3608	1210	550	5368	78	165	1	3	3	88	53	47	60	8	90	88	6052
12	3936	1320	600	5856	78	180	1	3	3	96	53	47	60	8	90	96	6571
13	4264	1430	650	6344	78	195	1	3	3	104	53	47	60	8	90	104	7090
14	4592	1540	700	6832	78	210	1	3	3	112	53	47	60	8	90	112	7609
15	4920	1650	750	7320	78	225	1	3	3	120	53	47	60	8	90	120	8128
16	5248	1760	800	7808	78	240	1	3	3	128	53	47	60	8	90	128	8647
17	5576	1870	850	8296	78	255	1	3	3	136	53	47	60	8	90	136	9166
18	5904	1980	900	8784	78	270	1	3	3	144	53	47	60	8	90	144	9685
19	6232	2090	950	9272	78	285	1	3	3	152	53	47	60	8	90	152	10204
20	6560	2200	1000	9760	78	300	1	3	3	160	53	47	60	8	90	160	10723
21	6888	2310	1050	10248	78	315	1	3	3	168	53	47	60	8	90	168	11242

**Non-resident students** on competitive academic scholarships of \$1,000 or more may be eligible for in-state "resident" tuition.

**Non-resident students** may qualify for in-state "resident" tuition if their home state has an approved tuition reciprocity agreement with the Texas State University System. Reciprocity agreements have been approved for students from Louisiana and New Mexico.

**International students with an immigration status of "F1" or "J1"** will be charged an operations fee of \$60 per long term/\$30 per short term for maintenance of records, compliance with government regulations and services for nonimmigrant students.

**Off-Campus Students** - Please note the following differences in fees. Fee calculations are determined by whether the student is enrolled exclusively in off-campus courses or in a combination of both on- and off-campus courses.

<sup>1</sup> Students enrolled only in off-campus courses will have these fees waived and will be charged an "Off-campus" fee of \$30 per SCH for each course taken off campus.

<sup>2</sup> Students enrolled in one or more off-campus courses and on-campus will be charged an additional "Off-Campus" fee of \$30 per SCH for each course taken off campus.

An **Electronic Fee** of \$50 per SCH will be charged for courses taught via the internet.

**ALL STUDENTS - NOTE** that additional fees will be assessed for items including, but not limited to: late registration, reinstatement, installment services, delinquent installments, etc. Refer to the section "Other Fees". Also, Lab Fees may be assessed for certain classes, as noted by each course listing. TOTAL indicated in the above matrix is an estimate. This amount will vary for each student enrolled, depending upon courses taken, location (on- or off-campus or both), late registration, and other factors. TEXAS STATE is not responsible for manually calculating tuition and fees.

**ATHLETIC FEE** - A student referendum in 2005 endorsed a separate Intercollegiate Athletics fee. The fee will separate the support for intercollegiate athletics that has traditionally come from the Student Service Fee. To compensate for the new Athletic fee, the Student Service fee has been decreased.

### Where Your Student Fees Go – Spring 2008

A TEXAS STATE student taking 15 credit hours pays a total of \$3,253.00 in tuition and fees\*.

Of that total, \$2,503.00 is paid in required fees (other than E&G tuition.)

The following is the fee distribution by category, dollar amount and percentage of total fees.

Category	\$ Amount	Percentage
<b>Student Service Fee Funded:</b>		
<b>Academic Programs</b> <i>(academic-related activities such as the Bobcat Band, the Student Learning Assist. Center, the Writing Lab, KTSW (campus radio station), the Honors Program, and Univ. Art Gallery, public lectures, and acad. advising)</i>	\$ 31	1.30%
<b>Benefits</b> <i>( insurance &amp; retirement benefits for staff paid from stud. srvc. fee accounts)</i>	\$ 10	0.38%
<b>Bobcat Bobbies</b> <i>(late night campus escort services for TEXAS STATE students)</i>	\$ 8	0.31%
<b>Student Life</b> <i>(programs: Alcohol Drug Educ.Prevention Training), Career Services, Mentoring Program, Students' Legal Advisor &amp; Associated Student Government)</i>	\$ 37	1.47%
<b>Other Student Services</b> <i>(certain student travel, Writing Lab, University Scholars, &amp; other services)</i>	\$ 10	0.39%
<b>Sub-total Student Service Fee</b>	\$ 90	
<b>Advising Services</b> (advising services for undergraduate students)	\$ 45	1.80%
<b>Athletics</b> (athletic scholarships, student wages, team travel & recruitment)	\$ 120	4.79%
<b>Computer</b> <i>(maintenance on instructional campus computers, upgrade and expansion of equipment and student e-mail/Internet access)</i>	\$ 225	8.99%
<b>Designated Tuition</b> <i>(supplements faculty &amp; staff salary increases, grants, university auxiliary programs &amp; projects, campus renovation projects, deferred maintenance, campus signage ,parking lot construction, library supplements, bond debt retirement, athletic program contingencies, capital acquisitions for non-educ.&amp; gen. activities)</i>	\$ 1,650	65.95%
<b>Environmental Services Fee</b> <i>(environmental improvements: recycling, transportation, employment, product purchasing, matching funds for grants, planning ,maintenance &amp; irrigation)</i>	\$ 1	0.04%
<b>ID</b> (expanded functionality of ID card services)	\$ 3	0.12%
<b>International Education</b> (scholarships for students studying abroad)	\$ 3	0.12%
<b>Library</b> (extended hours and supplements general acquisitions)	\$ 120	4.79%
<b>Medical</b> <i>(basic operations of the Student Health Center, individual physician visits and health education programs)</i>	\$ 53	2.12%
<b>Publications</b> <i>(administrative publications given to students: the catalogue, student handbook and informational brochures on services provided to students- does not pay for University Star or Pedagog Yearbook)</i>	\$ 8	0.32%
<b>Campus Recreation</b> <i>(debt on building, operations&amp; programs: Intramurals, Outdoor Rec., Sports Clubs)* Approximately \$15 of the Campus Rec. fee is applied towards debt service.</i>	\$ 47	1.88%
<b>Student Center</b> <i>(debt on building ,operations&amp; programs: Intramurals, Outdoor Rec., Sports Clubs) *Approximately \$25 of the Student Center Fee is applied towards debt service.</i>	\$ 60	2.40%
<b>Shuttle Bus</b> (all shuttle bus operations including apartment routes)	\$ 78	3.12%
<b>Total Fees (other than E&amp;G Tuition)</b>	<b>\$ 2,503</b>	<b>100%</b>
*Note: Does not include course fee, off campus fees or the Electronic ID fee.		

### Communicable Diseases/Immunization Information

College students who have not acquired immunity from the following diseases should receive these immunizations before attending classes: tetanus and diphtheria (Td) and a booster dose every 10 years; poliomyelitis; and measles, mumps and rubella (MMR). If you were born on or after January 1, 1957, you will need two doses of MMR to have adequate immunity conferred. Students should also be free from tuberculosis infection or have documentation that they have received the appropriate treatment. Students should also consider receiving immunization against hepatitis B, varicella (chicken pox), and meningococcal meningitis. The Student Health Center has these vaccines available. Please call (512) 245-2167 to make an appointment in Nurse Clinic if you need an immunization.

## Health Insurance

Contact the Student Health Center at (512) 245-2161 or the insurance company at 1-800-767-0700 for additional information. You may also visit the Student Health Center website at [www.healthcenter.txstate.edu/insurance.asp](http://www.healthcenter.txstate.edu/insurance.asp) to buy insurance online or to view and/or print brochures and enrollment cards.

## Mandatory Health Insurance for International Students

International students are responsible for any medical expenses incurred while in the United States. As a non-resident, the student may not be eligible for any of the public assistance medical plans offered in the U. S. All non-immigrant international students are required to have medical insurance during the entire school year as a condition of enrollment at Texas State (UPPS 07.09.04 International Student Health Insurance). **INTERNATIONAL STUDENTS ENROLLED IN EDUCATIONAL PROGRAMS THAT ARE LESS THAN A SEMESTER IN LENGTH ARE REQUIRED TO HAVE MEDICAL INSURANCE THROUGHOUT THE PERIOD OF THAT PROGRAM.** The fee for the Texas State international student insurance plan is automatically added to the tuition and fee bill at the time of registration. International students will be billed the health insurance premium twice a year and it must be paid in full by the fall and spring tuition payment deadlines. Fall insurance coverage will be billed prior to the fall semester and spring/summer coverage will be billed prior to the spring semester. International students who wish to have the insurance premium waived must present proof of comparable insurance (including major medical, evacuation, and repatriation) to the Student Health Center for approval prior to the registration payment deadline for each semester OR EDUCATIONAL PROGRAM. Insurance waiver information and forms may be obtained by visiting the Student Health Center website at [www.healthcenter.txstate.edu/NSURANCE.HTM](http://www.healthcenter.txstate.edu/NSURANCE.HTM), e-mailing requests to [healthcenter@txstate.edu](mailto:healthcenter@txstate.edu) or calling the Medical Records Department at 512-245-2161. International students may obtain insurance coverage for a spouse and/or dependent children. For more information, contact the Texas State Student Health Center at (512) 245-2161.

## Verification of Enrollment

CatsWeb under Student Services at <http://catsweb.txstate.edu/catsweb/catsstud.htm> or at the Registrar's Office - J.C. Kellam 111, or Correspondence & Extension - ASB 302

Students who require verification of their enrollment for the current semester may obtain one anytime online at <http://catsweb.txstate.edu/catsweb/catsstud.htm> Click on "Enrollment Verification-Current Semester", sign on to CatsWeb, and then click "Print Enrollment Verification". Students taking a correspondence, extension, or a study abroad course, must obtain a verification of those classes from the Correspondence and Extension Office, Located in ASB 302.

## Hazing

Hazing is a violation of state law and university policy. Hazing means an act by one person against another that endangers the physical or mental health or safety of a student for the purpose of pledging, being initiated into, affiliating with or maintaining membership in any student organization. Organizations, as well as individuals, may be found guilty of hazing. Persons or organizations are guilty of hazing if they engage in hazing, encourage hazing, permit hazing to occur, or fail to report hazing to the Dean of Students. A person who reports hazing to the Dean has immunity from civil or criminal liability for the incident. Hazing is a misdemeanor under state law, which imposes jail confinement and fines for guilty individuals and organizations.

## Notification of Rights Under FERPA

The **Family Educational Rights and Privacy Act of 1974 (FERPA)** affords students certain rights with respect to their education records. These rights include:

**1. The right to inspect and review the student's education records within 45 days of the day Texas State receives a request for access.** Students should submit to the registrar, academic dean, department chair, or other appropriate official, written requests that identify the records they wish to inspect.

Texas State will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student within a reasonable time of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

A school official is a person employed by the university or the Texas State University System in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents, Texas State University System; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by Texas State to comply with the requirements of FERPA.**

**The right to know the types of personally identifiable information that Texas State deems directory information that it may release without consent.** Texas State has designated the following information as directory information: 1) name; 2) date and place of birth; 3) fields of study, including major and minor; 4) enrollment status (actual hours enrolled, undergraduate, graduate, etc.) 5) degrees, certificates and awards received; 6) type of award received (academic, technical, continuing education, etc.) 7) dates of attendance; 8) student classification; 9) name of the most recent previous educational agency or institution attended; 10) telephone number; 11) current and permanent addresses, excluding e-mail addresses. 12) weight and height of athletes; 13) participation in officially recognized activities and sports; 14) names of prospective graduates; 15) parking permit records; 16) names of parents; 17) photographs of students; 18) gender; and 19) any other records that could be treated as directory information under FERPA.

5. **The right to refuse to let Texas State designate the types of directory information.** Any student may refuse to let Texas State designate any or all of the above types of information about the student as directory information. To do so, the student should file a written request in the Registrar's Office during the first 12 class days of a fall or spring term, or the first 4 class days of a summer term.

The student should specify in his or her request the types of information that should not be designated as directory information, or the student may direct that all of the above types of information not be designated as directory information. Texas State will apply the request to the student's records until the student notifies the Registrar's Office otherwise. Texas State may release the results of campus disciplinary proceedings concerning alleged perpetrators of violent crimes to the victims of those violent crimes.

#### **Student Right-to-Know**

Texas State University provides this report to comply with the Students Right-To-Know and Campus Security Act of 1990. Texas State is a state-assisted institution of higher education located in the hill country of Central Texas. The main campus consists of 457 acres in the city of San Marcos, Texas, which has a population of approximately 47,000. The university enrolls over 28,000 students supported by 3,500 faculty and staff.

The Student Right-to-know and Campus Security Act requires institutions of higher education to provide the graduation rate of bachelor's degree-seeking, full-time, first-time undergraduate students. The six-year graduation rate for first-time freshmen who enrolled for 12 or more hours at Texas State in the fall 1996 semester, including those who first attended any institute of higher education for the first time in the previous summer, is reflected in the table on page 38.

If you have any questions about this information, please call the Office of Institutional Research (245-2386) at Texas State.

1st-time, full-time freshmen	First Fall Semester of Entering Freshman Cohorts										
	2006	2005	2004	2003	2002	2001	2000	1999	1998	1997	1996
Cohort	2985	3058	2786	2823	2674	2469	2531	2446	2593	2331	2396
% 1-Year Retention	74.6%	76.3%	74.7%	76.5%	77.5%	77.1%	74.3%	74.8%	69.7%	70.5%	66.4%
% 2-Year Retention			68.2%	67.4%	68.7%	68.0%	65.9%	65.9%	60.6%	61.9%	57.7%
% 3-Year Retention				64.9%	63.9%	64.5%	63.2%	62.6%	56.7%	56.3%	54.4%
% 4-Year Graduation					21.9%	22.4%	20.6%	20.6%	17.7%	17.7%	17.0%
% 5-Year Graduation						47.1%	45.0%	44.5%	41.1%	40.1%	37.7%
% 6-Year Graduation							52.7%	52.2%	48.6%	46.7%	45.5%

**NOTE:**

Texas State University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, owned or controlled by Texas State, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. The Texas State campus security report is available through the UPD web site at: <http://www.police.txstate.edu>. It is also available by mail at no charge from Texas State's offices of Admission, Graduate College, Personnel or the University Police Department by calling (512)245-2111.

**Drug Free Schools and Communities Act Compliance**

A student who, by a preponderance of the evidence, under these *Rules and Regulations*, is found to have illegally possessed, used, sold or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion. Mitigating or aggravating factors in assessing the proper level of discipline shall include, but not necessarily be limited to, the student's motive for engaging in the behavior; disciplinary history; effect of the behavior on safety and security of the university or college community; and the likelihood that the behavior will recur. A student who has been suspended, dismissed, probated or expelled from any system component shall be ineligible to enroll at any other system component during the applicable period of discipline. The registrar of each component is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared. A second infraction for a drug-related offense shall result in permanent expulsion from the component and from all other institutions in The Texas State University System.

**Residence and Dining Hall Rates and Policies**

**Residence Halls**

The room and board rates shown are on a per-student, per semester basis, two students per residence hall room. Rates include state sales tax on meals.

Meal plans are available for residence hall (required as part of room and board contract) or off-campus students:

### **Spring Meal Plans**

- (1) 100 Block Plan + 125 Dining Dollars – 100 entries in any resident dining hall during the semester plus \$125 value of Dining Dollars to spend at any participating food service location.
- (2) 150 Block Plan + 100 Dining Dollars – 150 entries in any resident dining hall during the semester plus \$100 value of Dining Dollars to spend at any participating food service location.
- (3) 200 Block Plan + 75 Dining Dollars – 200 entries in any resident dining hall during the semester plus \$75 value of Dining Dollars to spend at any participating food service location.
- (4) 250 Block Plan – 250 entries in any resident dining hall during the semester.

**NOTE:** Unused portions of Dining Dollars do NOT carry over to another semester. Meals rollover from the fall semester to the spring semester **only**. **Purchase of a spring meal plan is required.** See complete policy at <http://www.aux-srvcs.txstate.edu/idservices/rollovermeals.htm>

**SPRING MEAL PLANS ARE GOOD FOR ONE SEMESTER ONLY.** Changes to the meal plan must be made by Wednesday, January 30, 2008. Any changes after this date must be made by special approval from Auxiliary Services.

Room and board is computed on a semester basis and may be paid in full at registration or in installments for the spring semester. If the three installment plan is chosen, the first one-half is due before classes begin, one-fourth is due February 22, 2008 and the final one quarter payment is due March 28, 2008. Non-residence hall students may purchase any of the meal plans mentioned above. Individual meals may be purchased on a cash basis in any of the cafeterias.

All residence halls will be closed during Thanksgiving and Spring holidays and between semesters; however, Texas State may choose to keep some residence halls open for an additional charge. Texas State reserves the right to increase or decrease the room and board rates on 30 days' notice.

### **University Housing Policy**

All unmarried students under age 21 who have completed fewer than 52 semester hours must live in University Residence Halls unless they live at home with their parents and have received University approval. Students are required to sign a room and board contract that is binding for the full academic year or the remainder of the current academic year if entered after the beginning of the fall semester.

No request for an exemption is necessary prior to the contract period if the student has completed 52 or more semester hours, or is 21 years of age or older at the time of registration.

### **Texas State Owned Apartments**

Texas State offers 5 university apartment complexes for students who are eligible to live outside of the residence halls. The university apartment complexes are Bobcat Village with one and two bedroom units; Campus Colony with two and three bedroom units with a study; Clear Springs with one, two and three bedroom units; Comanche Hills with one and two bedroom units; and Riverside with one bedroom units. For information concerning: Bobcat Village contact 512/245-1440, Clear Springs/Riverside contact 512/392-3100 or Comanche Hill/Campus Colony contact 512/245-2435.

### **Room and Board Rates**

**Life Safety Surcharge:** Beginning June 2001, a surcharge must be assessed to cover the cost of mandated fire code compliance and other environmental safety improvements. The amount of this charge is in addition to all of the rates specified below and will be shown as a **separate** line item on the bill. The surcharge for the Fall & Spring semesters is \$186 each for A/C halls and \$136 each for Non A/C halls. Summer surcharges are \$1.00 per day of occupancy. These charges may vary in future years, depending on utility rates and the costs of code compliance. San Marcos & San Jacinto hall residents are exempt from the surcharge since these building were newly constructed to meet the mandated life safety codes.

## Board Rates for Spring 2008

### Spring 2008

#### Per Semester Cost

100 Block + 125	\$ 922.00
150 Block + 100	\$ 955.00
200 Block + 75	\$ 1,006.00
250 Block	\$ 1,074.00

## Room Rates for Spring 2008

### Spring 2008

#### Residence Hall-Style Housing Rates:

##### Per Semester Cost, Double Occupancy

Traditional, Air-conditioned Hall (Arnold, Beretta, Brogdon, Butler, Elliott, Falls, Jackson, Lantana, Laurel, Retama, Smith, Sterry)	\$ 1,679.00
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Suite-Style, Air-conditioned Hall	
Bexar, San Saba	\$ 1,876.00
College Inn	\$ 2,149.00
Tower	\$ 2,064.00
San Marcos Double BR Suite	\$ 2,740.00
San Marcos Private BR Suite	\$ 3,164.00
San Jacinto 2 BR/ 1 BA Suite	\$ 3,320.00
San Jacinto 4 BR/2 BA Suite	\$ 3,102.00

Private-Style Rooms	
Blanco Double	\$ 2,341.00
Blanco Large triple	\$ 1,893.00
Blanco Triple	\$ 1,718.00

Traditional, Non-air-conditioned Hall	
Burleson, Hornsby	\$ 1,064.00

#### Apartment-Style Housing Rates:

##### Per Month Cost, Per Person

Bobcat Village	
1BR / 1BA	\$ 773.00-\$858.00
2BR / 2BA	\$ 510.00-\$536.00

*Rates include an allowance for electricity and water.*

Campus Colony Apartments	
2BR/2BA w/ Study	\$382.00
3BR/2BA w/ Study	\$291.00

*Rates include all utilities except electricity and water*

Clear Springs	
1BR / 1BA	\$ 575.00-\$624.00
2BR / 1BA or 1.5BA	\$ 395.00
2BR / 2BA	\$ 409.00-\$423.00
3BR / 2BA	\$ 346.00

*Rates include all utilities except electricity and water*



Comanche Hills

1BR / 1BA	\$ 537.00-\$547.00
2BR / 1BA	\$ 326.00
2BR / 2BA	\$ 335.00

*Rates include all utilities except electricity and water.*

Riverside Apartments

1BR / 1BA	\$ 380.00
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*Rates include all utilities*

Room and board rates subject to change.

### **Bobcat Buck\$**

A prepaid declining balance plan managed by Texas State that students, faculty and staff may access on their BobcatCard and carries over from semester to semester and year to year. Bobcat Buck\$ are used for payment of services at participating merchants on or off campus and at select on campus vending machines. Deposit money to your Bobcat Buck\$ account securely on-line; at ID Services, 2-9.1 LBJ Student Center; or at Student Business Services, 1<sup>st</sup> floor JC Kellam. Bobcat Buck\$ are ONLY refundable upon graduation, withdrawal or termination upon submittal of a written request to ID Services. A \$15 Administrative fee is charged for all refund requests.

Bobcat Buck\$ do not substitute for meal plans required as part of the room and board contract. Resident hall students may purchase Bobcat Buck\$ in addition to the required meal plan. **Please Note:** Bobcat Buck\$ are NOT the same account as the Dining Dollars (formerly known as Paw Points) attached to your meal plan. **Dining Dollars cannot be used on or off campus at Bobcat Buck\$ ONLY locations.**

Visit the ID Services website for Bobcat Buck\$ policy details, deposit link, FAQ's and locations at <http://www.aux-srvcs.txstate.edu/idservices/>