



Summer 2015  
Registration  
Instructions

TEXAS  STATE  
UNIVERSITY

*The rising STAR of Texas*

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

THE TEXAS



STATE UNIVERSITY SYSTEM™

*Higher Learning. Higher Return.*

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MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

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## Notification of Rights Under FERPA

### Family Educational Rights & Privacy Act

(Buckley Amendment, 1974)

## 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:

A. 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.

B. 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.

C. 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 that 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, information processor, 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 or maintain an education record in order to fulfill his or her professional or contractual responsibility.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

D. 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.

E. 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; (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) names of parents; (16) photographs of students; (17) any other records that could be treated as directory information under FERPA.

F. 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.<sup>1</sup> <sup>2</sup>To do so, the student should file a written request in the Registrar's Office. 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.

G. Texas State may release the results of campus disciplinary proceedings concerning alleged perpetrators of violent crimes to the victims of those violent crimes.

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<sup>1</sup> A Privacy Hold Form is available for use by students in the Office of the University Registrar.

## Students Right-to-Know and Campus Security Act of 1990

Texas State University provides this report to comply with the Students Right-To-Know and Campus Security Act of 1990. 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 undergraduates who enrolled for 12 or more hours at Texas State, including those who first attended college in the previous summer, is reflected in the table below. If you have any questions about this information, please call the Office of Institutional Research (245-2386) at Texas State.

	First Fall Semester of Entering Freshman Cohorts					
	2008	2009	2010	2011	2012	2013
Entering Cohort	3,444	3,804	4,041	4,521	4,359	5,313
1-Year Retention	78.7%	78.7%	78.5%	76.4%	77.1%	76.0%
2-Year Retention	69.5%	69.0%	66.9%	66.7%	67.9%	
3-Year Retention	64.0%	62.1%	61.4%	61.0%		
4-Year Graduation	26.6%	25.9%	27.0%			
5-Year Graduation	48.3%	46.5%				
6-Year Graduation	55.1%					

### 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 University Police Department (UPD) web site at <http://www.police.txstate.edu>. It is also available by mail at no charge from Texas State's offices of Undergraduate Admission, Graduate College, Human Resources or the University Police Department by calling (512) 245-2111.

## ACADEMIC CALENDARS

<http://www.registrar.txstate.edu/persistent-links/academic-calendar>

## FINAL EXAM SCHEDULE

<http://www.registrar.txstate.edu/persistent-links/final-exam-schedule>

## HOW TO REGISTER

<http://www.registrar.txstate.edu/persistent-links/how-to-register.html>

## REGISTRATION & SCHEDULE CHANGES

<http://www.registrar.txstate.edu/registration/access-periods.html>

## LIST OF COURSE ABBREVIATIONS

<http://www.txstate.edu/curriculumservices/course-info/prefix-inventory.html>

## VERIFICATION OF ENROLLMENT

Students who require verification of their enrollment for the current semester may obtain instructions at <http://www.registrar.txstate.edu/our-services/enrollment-verification.html>.

Students taking a correspondence course must obtain a verification of those classes from the Correspondence Studies office located in 302 ASB-North. <http://www.correspondence.txstate.edu/>

Students taking a study abroad course must obtain a verification of those classes from the Study Abroad office located in the Thornton International House at 344 W. Woods Street. <http://www.studyabroad.txstate.edu/>



### **Immunization Recommendation for Entering Students**

In addition to the recommended childhood immunizations, it also is recommended that students have had two doses of measles (MMR) vaccine, a tetanus shot including diphtheria and acellular pertussis (Tdap) within the last 10 years and two doses of varicella vaccine if they have never had chicken pox. Hepatitis B vaccination is recommended for college students. Human Papillomavirus (HPV) vaccine is recommended for unvaccinated women up to 26 years of age and men up to 21 years of age. Most of these vaccinations are available at the Student Health Center. Testing for infectious tuberculosis (TB) is recommended for students from areas where TB is prevalent, such as Southeast Asia, Africa, the Eastern Mediterranean and Russia.

### **Meningitis Immunization**

State law requires all new students up to age 21 entering a public, private or independent institution of higher education in Texas to provide proof of immunization for bacterial meningitis. You will not be able to register for classes until this requirement is met. You will be notified by email if you are required to provide this documentation. Step-by-step instructions on how to upload your documents, information about exemptions or where to get the meningitis vaccination can be found on the [Texas State Student Health Center Website \(http://www.healthcenter.txstate.edu\)](http://www.healthcenter.txstate.edu).

### **Optional Student Health Insurance Plan**

If you are interested in purchasing health insurance available for Texas State students, please contact the Student Health Center at (512) 245-2161 or view their website at [http://www.healthcenter.txstate.edu/](http://www.healthcenter.txstate.edu) for more information.

## **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 the minimum benefits required by the Affordable Care Act, as well as evacuation and repatriation benefits, to the Student Health Center for approval prior to each semester OR EDUCATIONAL PROGRAM. Insurance waiver information and forms and deadlines may be obtained by visiting the Student Health Center website at <http://www.healthcenter.txstate.edu/INSURANCE/online-waiver-request-process.html> e-mailing requests to [healthcenter@txstate.edu](mailto:healthcenter@txstate.edu) or calling the Medical Records Department at 512-245-2161, option 5. 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.

### **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. For more information please go to: <http://www.dos.txstate.edu/hazing.html>.

### **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' 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 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. 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.

<http://www.dos.txstate.edu/services/ADCS/links/drug-free-schools.html>

## **FOR SUMMER 2015 - HOUSING INFO CHANGES CONTAINED IN THIS DOCUMENT**

### **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. Room and board charges will continue until the student has officially moved from university housing and has received written clearance from the director of Housing and Residential 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 30 days to the permanent address on file in the Registrar's Office or deposited to the students' bank account if they have signed up for direct deposit.

### **UNIVERSITY HOUSING POLICY AND RATES**

#### **THE UNIVERSITY HOUSING REQUIREMENT**

The Department of Housing and Residential Life (DHRL) at Texas State University is both an educational and a business enterprise of the University. The role of the DHRL is to support the academic mission of the University through the provision of on-campus housing. Therefore, in support of the educational mission of the University, and the value of the on-campus residential experience to students, **new students under the age of 20 (by September 1<sup>st</sup> of that year for fall admission or January 1<sup>st</sup> of that year for spring admission) with fewer than 30 credit hours are required to live in on-campus university housing. All students who graduated from high school within the preceding 12 months of the semester of their admission are also required to live on campus.** *(This policy applies to the fall /spring academic year; the university does not have a housing requirement during the summer sessions.)* These students are required to either make arrangements to live on campus or seek a formal exemption. Requests and final decisions must be completed prior to orientation and registration for classes. No request for an exemption is necessary if the student has completed 30 or more semester hours (provided s/he has graduated 12 months prior to the first semester enrolled) or is 20 years of age or older. Once signed, housing contracts are binding for the full academic year or the remainder of the current academic year if entered after the

beginning of the fall semester. Students residing in on-campus housing are required to purchase a meal plan, with the exception of Bobcat Village Apartments.

### **Housing Options**

The DHRL offers a variety of living arrangements ranging from traditional residence halls to apartments. Each location offers a distinct community feel and unique atmosphere. All the facilities provide engaging and entertaining academic programs and social opportunities. Visit our website at <http://www.reslife.txstate.edu> for more information on housing facilities and the options for summer and fall housing.

### **Vacation/Break Housing Schedule**

*Thanksgiving and Spring Break:* while all residences will remain open for Thanksgiving and Spring Break, students planning to remain on campus must register online in order to remain in their space.

*Winter Break:* Apartment-style facilities remain open during Winter Break but most traditional, suite and super-suite style facilities will close and may not be occupied during that time. Break housing halls, as well as opening and closing schedules, are posted online. The student who is unable to leave campus during Winter Break may submit a break-housing request on a space-available basis. The student will be charged an additional fee and may be relocated.

### **Housing Rates**

Rates and available residences can be found online at [www.reslife.txstate.edu](http://www.reslife.txstate.edu). Rates provided are per student, per semester.

### **Housing Payments**

The DHRL requires that all students submit a \$300 prepayment with their housing contracts. Housing charges are computed on a semester (or term) basis and may be paid in full at registration or in three installments. Billing occurs through Student Business Services.

### **Housing Refunds**

See page 7 for room and board refunds.

### **ID SERVICES INFORMATION**

<http://www.auxiliaryservices.txstate.edu/>

## DINING POLICIES AND RATES

Meal plans are available for on campus residence hall (required as part of the room contract) or off campus students.

### Summer 2015 Meal Plan Options and Rates (rates are per student and per semester and include tax)

<b>200 Dining Dollars</b> - \$217.00 – Summer I – Valid 5/28/15 through 7/1/15
\$200 value of Dining Dollars to spend at any participating on campus dining facility.
<b>200 Dining Dollars</b> - \$217.00 – Summer II – Valid 7/2/15 through 8/5/15
\$200 value of Dining Dollars to spend at any participating on campus dining facility.

### Rollover Meals: How Do They Work?

<http://www.auxiliaryservices.txstate.edu/services/dining/rollovermeals.html>

**THERE ARE NO ROLLOVERS OF SUMMER MEALS. A SEPARATE MEAL PLAN MUST BE PURCHASED FOR EACH SUMMER TERM (Part I and Part II – see dates above).**

- Dining dollars do not roll over and must be used in the semester they are purchased.
- All meal plan balances are forfeited at the end of each part of the Summer semester.

**NOTE:** Unused portions of Dining Dollars do NOT carry over to another semester.

### SUMMER MEAL PLANS ARE ONLY GOOD FOR ONE PART OF THE SEMESTER.

Any addition or removal of a meal plan must be made at ID Services, LBJ Student Center 2-9.1 or by form online at <http://www.auxiliaryservices.txstate.edu/services/dining/mealplanchangeform.html>. Dropping or adding a meal plan done after the start of the meal plan date will be handled on a prorated basis.

### Dining Refunds

Dining charges will continue until the student has officially moved out of the on-campus housing facility (if necessary) and notified ID Services to cancel the meal plan. Cancellation requests can be made at the ID Services office in LBJ Student Center 2-9.1 or via the web at <http://www.auxiliaryservices.txstate.edu/services/dining/mealplanchangeform.html>. Dining refunds are based on the proration table or usage, whichever is less. Any refund due will be applied to any unpaid university financial obligation with Texas State. If the refund exceeds any unpaid balance, a refund check will be directly deposited into the appropriate account if a student is registered for the service, or mailed within approximately 30 days to the local address on file with the Registrar's Office.

Questions regarding the method and timing of refunds should be addressed through Student Business Services at 245-2544.

### **Commuter Meals**

Chartwells offers 40 Block Meals (Commuter Plan) or 30 Block Meals with \$175 Dining Dollars (Commuter Plus Plan) to students residing off campus. These plans are only valid during the semester they are purchased and NEVER rollover to the following semester. For more information or to purchase either of these plans go to

<http://www.dineoncampus.com/txstate/> or contact a manager at any on campus dining facility. These plans are not available to be added to a student bill and are only available by direct pre-purchase from Chartwells Dining Service.

### **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, at coin operated copy machines and at select campus vending machines. Deposit money to your Bobcat Buck\$ account securely on the Web at [www.ManageMyId.com](http://www.ManageMyId.com). 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. Student Business Services does not issue a refund for amounts less than \$2.

## **Fees**

### **Student's Financial Obligations:**

Students are expected to meet financial obligations to the University when they are due. Tuition is due on the date given in the academic calendar, and students are not entitled to attend classes unless the tuition bill has been paid in full or in accordance with an approved payment plan. Refer to Student Business Services website [Payment Options](#) for detailed information on payment options and requirements of payment plans.

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.

## 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.

Subject to change upon action of the Legislature and/or Board of Regents  
Check the Texas State Website at [www.catsweb.txstate.edu](http://www.catsweb.txstate.edu) for the most current information

<b>Undergraduate Tuition and Fees - Summer 2015</b>							
<b>Residents</b>				<b>Non-Residents and Foreign Students</b>			
<b>Hours</b>	<b>Total</b>	<b>Tuition</b>	<b>Mandatory Fees</b>	<b>Hours</b>	<b>Total</b>	<b>Tuition</b>	<b>Mandatory Fees</b>
1	702.68	238.68	464.00	1	1,064.68	600.68	464.00
2	995.36	477.36	518.00	2	1,719.36	1,201.36	518.00
3	1,288.04	716.04	572.00	3	2,374.04	1,802.04	572.00
4	1,580.72	954.72	626.00	4	3,028.72	2,402.72	626.00
5	1,873.40	1,193.40	680.00	5	3,683.40	3,003.40	680.00
6	2,166.08	1,432.08	734.00	6	4,338.08	3,604.08	734.00
7	2,458.76	1,670.76	788.00	7	4,992.76	4,204.76	788.00
8	2,751.44	1,909.44	842.00	8	5,647.44	4,805.44	842.00
9	3,044.12	2,148.12	896.00	9	6,302.12	5,406.12	896.00
10	3,336.80	2,386.80	950.00	10	6,956.80	6,006.80	950.00
11	3,620.48	2,625.48	995.00	11	7,602.48	6,607.48	995.00
12	3,904.16	2,864.16	1,040.00	12	8,248.16	7,208.16	1,040.00
13	4,187.84	3,102.84	1,085.00	13	8,893.84	7,808.84	1,085.00
14	4,471.52	3,341.52	1,130.00	14	9,539.52	8,409.52	1,130.00
15	4,755.20	3,580.20	1,175.00	15	10,185.20	9,010.20	1,175.00

An Electronic Course Fee of \$50 per hour is charged for internet courses

An Off Campus Fee of \$30 per hour is charged for courses not taught on campus or at RRHEC  
On campus fees (Bus, Medical Svs, Rec Sports and Student Center fees) totaling \$303 are waived

for students enrolled exclusively in off campus, RRHEC or internet courses

On campus fees (Bus, Rec Sports and Student Center fees) totaling \$253 are waived

for students enrolled exclusively in RRHEC courses

A Course Repeat Fee of \$362 per hour is charged to Texas Residents for courses that they have

attempted more than twice.

Lab fees are charged for courses with labs. Please see individual course listing for lab fees

**For a complete listing of fees go to [www.sbs.txstate.edu](http://www.sbs.txstate.edu)**

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

Graduate Tuition and Fees - Summer 2015							
Residents				Non-Residents and Foreign Students			
Hours	Total	Tuition	Mandatory Fees	Hours	Total	Tuition	Mandatory Fees
1	662.68	288.68	374.00	1	1,024.68	650.68	374.00
2	1,005.36	577.36	428.00	2	1,729.36	1,301.36	428.00
3	1,348.04	866.04	482.00	3	2,434.04	1,952.04	482.00
4	1,690.72	1,154.72	536.00	4	3,138.72	2,602.72	536.00
5	2,033.40	1,443.40	590.00	5	3,843.40	3,253.40	590.00
6	2,376.08	1,732.08	644.00	6	4,548.08	3,904.08	644.00
7	2,718.76	2,020.76	698.00	7	5,252.76	4,554.76	698.00
8	3,061.44	2,309.44	752.00	8	5,957.44	5,205.44	752.00
9	3,404.12	2,598.12	806.00	9	6,662.12	5,856.12	806.00
10	3,746.80	2,886.80	860.00	10	7,366.80	6,506.80	860.00
11	4,080.48	3,175.48	905.00	11	8,062.48	7,157.48	905.00
12	4,414.16	3,464.16	950.00	12	8,758.16	7,808.16	950.00
13	4,747.84	3,752.84	995.00	13	9,453.84	8,458.84	995.00
14	5,081.52	4,041.52	1,040.00	14	10,149.52	9,109.52	1,040.00
15	5,415.20	4,330.20	1,085.00	15	10,845.20	9,760.20	1,085.00

An Electronic Course Fee of \$50 per hour is charged for internet courses

An Off Campus Fee of \$30 per hour is charged for courses not taught on campus or at RRHEC

On campus fees (Bus, Medical Svcs, Rec Sports and Student Center fees) totaling \$303 are waived

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A Course Repeat Fee of \$362 per hour is charged to Texas Residents for courses that they have

attempted more than twice.

Lab fees are charged for courses with labs. Please see individual course listing for lab fees



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

**Guaranteed Price Plan**

<b>Undergraduate Tuition and Fees - Summer 2015</b>			
<b>Residents of Texas</b>			
<b>Hours</b>	<b>Total</b>	<b>Tuition</b>	<b>Mandatory Fees</b>
1	725.00	261.00	464.00
2	1,040.00	522.00	518.00
3	1,355.00	783.00	572.00
4	1,670.00	1,044.00	626.00
5	1,985.00	1,305.00	680.00
6	2,300.00	1,566.00	734.00
7	2,615.00	1,827.00	788.00
8	2,930.00	2,088.00	842.00
9	3,245.00	2,349.00	896.00
10	3,560.00	2,610.00	950.00
11	3,866.00	2,871.00	995.00
12	4,172.00	3,132.00	1,040.00
13	4,478.00	3,393.00	1,085.00
14	4,784.00	3,654.00	1,130.00
15	5,090.00	3,915.00	1,175.00

An Electronic Course Fee of \$50 per hour is charged for internet courses  
 An Off Campus Fee of \$30 per hour is charged for courses not taught on campus or at RRHEC  
 On campus fees (Bus, Medical Svcs, Rec Sports and Student Center fees) totaling \$303 are waived  
 for students enrolled exclusively in off campus or internet courses  
 On campus fees (Bus, Rec Sports and Student Center fees) totaling \$253 are waived  
 for students enrolled exclusively in RRHEC courses  
 A Course Repeat Fee of \$362 per hour is charged to Texas Residents for courses that they have attempted more than twice.  
 Lab fees are charged for courses with labs. Please see individual course listing for lab fees  
 Additional fees including late fees and installment fees may be charged.  
 A student entering the Guaranteed Price Plan (GPP) will pay a 12% premium on designated tuition (determined based on a total charge breakeven on 15 hours) per semester credit hour. Fees under the GPP will be charged at the same rates as they are for students on the Regular Plan in the semester in which the student entered the GPP. A student on the GPP will maintain those rates throughout the 4 years of the plan, even if the Board raises fees in the future. (In the event the board decreases fees, and adjustment must be made to comply with statute). A student may opt-in to the plan at the beginning of any semester and may leave the plan at any time but may not re-enroll.  
 For the Summer Term(s), the designated tuition rate will be the same as the preceding semester's GPP rate but the fees will reflect the Summer '15 rates for

the 1st Cohort for the entirety of the plan.

For a complete listing of fees go to [www.sbs.txstate.edu](http://www.sbs.txstate.edu)  
For information about charges related to tuition, mandatory fees, and other fees that are assessed by Texas State, please [click here](#).

### Payment of Fees:

Registration fees must be paid before classes begin. Refer to Student Business Services website Payment Methods for detailed information on payment methods accepted by the university.

### Please note:

- A 2.75% convenience fee with a minimum \$3 per transaction fee is applied to credit/debit card payments (effective 9/2012). The convenience fee is not collected by the university and is therefore **non-refundable**.
- Mailed payments must be **RECEIVED**, not postmarked, **BY THE DUE DATE**. You must make allowances for any postal delays.

\*You must have your Net ID and password to access your account.

### Deadlines:

Refer to Student Business Services website Important Dates for detailed information on registration and payment deadlines, including payment plan and university loan program (Emergency Loan and Short Term Loan) due dates.

<b>Advanced Registration</b>	<b>Payment Due Date</b>	
March 23, 2015 - May 25, 2015	5:00 p.m., May 28, 2015	
<b>Late Registration</b>	<b>Payment Due Date</b>	<b>*Late Registration Fee</b>
May 26, 2015 - May 28, 2015	5:00 p.m., May 28, 2015	\$25
June 1, 2015 - June 2, 2015	5:00 p.m., June 2, 2015	\$100
**June 3, 2015 - June 4, 2015**	5:00 p.m., June 4, 2015	\$200
<i>**Requires Dean approval**</i>		<i>*Non-Refundable</i>
<b>Summer Mid-Term Registration</b>	<b>Payment Due Date</b>	<b>*Late Registration Fee</b>
June 30, 2015 - July 2, 2015	5:00 p.m., July 2, 2015	\$25

## **Registration Payment Options**

Refer to Student Business Services website [Payment Options](#) for detailed information on payment options and requirements of payment plans.

Please Note: Financial Aid and Tuition Adjustment Recipients

- Approved tuition adjustments will apply to your account as they are received. Please Note: The Billing and Payment site does take 24 hours to update with this information.
- Students with a financial aid credit or tuition adjustment that covers 100% tuition, fees, and room and board will no longer be required to take action and apply their adjustment as payment.
- If the financial aid or tuition adjustment is not sufficient to cover 100% of your charges, you must pay the total balance due or enroll in a payment plan to avoid cancellation of your classes.

## **Refund Information**

Refer to the [Refund Information](#) section of the Student Business Services website for detailed information of the university's refund policy.

\*Withdrawal – dropping ALL of your classes. You MUST do this through the Office of the University Registrar. To view the refund schedule for withdrawing from the university, please [click here](#).

\*Dropping a class - Removing one or more classes from your schedule, while remaining enrolled in at least one course. To view the refund schedule for dropping a course, please [click here](#).

## **Contracts and Exemptions**

Student Business Services processes the Exemptions and Waivers for Texas State University. Texas State requirements are listed on each form and the deadline is the twelfth class day of the fall/spring term and fourth class day of a regular summer term. Additionally, effective Fall 2014 students must be meeting APWE (Academic Progress) to continue to receive State of Texas Exemption and Waiver programs. Refer to Student Business Services [Tuition Waivers & Exemptions](#) page for detailed information on Exemption and Waivers accepted by Texas State as well as the Academic Progress eligibility requirements.

If a student is eligible for one of the above tuition and fee 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 E-Bill**.

***Summer – April 13, 2015***

Contract and/or Exemption recipients' paperwork is due to the Tuition Adjustment Clerk (JCK 188) for **Late Registration** by the following date:

***Summer – May 22, 2015***

***Summer Mid-Term - June 19, 2015***

**For further information call the Tuition Adjustment Clerk in the Student Business Services Office at (512) 245-2480 or (512) 245-5559.**

### **Miscellaneous Policies**

#### **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 (MasterCard, VISA, Discover, Diners Club 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.

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**

Under [Texas Education Code §54.0065](#), qualified students will receive up to a \$1,000 tuition rebate upon graduation from Texas State. You must apply for the tuition rebate during the semester you plan on graduating. If you do not graduate because you did not meet the graduation requirements, you will need to complete another form for the next semester in which you are eligible. To earn the rebate, it is particularly important to follow the advice and counsel of the academic advisors. The form is located [online](#).

**Students must consult with their academic advisor to assure they meet all [requirements to qualify for this program](#).**

### **Course Repeat Fee**

The Texas Legislature eliminated funding to higher education for courses that are attempted three or more times. An attempted course is defined as any course in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of “W”. Refer to Student Business Services website [Repeated Courses](#) for more detailed information as well as the appeals process if applicable.

### **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 the fall 1999 through summer 2006 semesters will be charged at the non-resident rate if, prior to the start of the current 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. Any hours beyond 45 are considered excessive and will result in additional tuition charges.
2. 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 current 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. Any hours beyond 30 are considered excessive and will result in additional tuition charges.

### **Doctoral Excessive Hours**

In accordance with [Texas Education Code §54.012](#), the university will incur a penalty once a doctoral student accumulates 100 or more doctoral semester credit hours. In response, the Texas State University System has a new tuition structure (excessive hours fee) in which a doctoral student will be charged tuition at a rate equivalent to non-resident tuition for all doctoral semester credit hours exceeding 99.

REFER TO STUDENT BUSINESS SERVICES WEBSITE [EXCESSIVE HOURS](#) FOR MORE DETAILED INFORMATION AS WELL AS THE APPEALS PROCESS IF APPLICABLE.