



Correspondence Study Application

Please print. Submission of this application signifies the student's adherence to the policies and procedures of the Texas State University-San Marcos Office of Distance and Extended Learning as stated on its website and in the student handbook.

Name _____
 Last First M. I. Maiden Name (Previous / Other Names)

Address _____
 Street, Route, or Box No. and Apt. No. City State Zip Code

Area Code - Home Phone No. Area Code - Business / Daytime Phone No. E-mail Address

Classification (Circle one.): Fr. Soph. Jr. Sr. Grad. Other Date of Birth ____/____/____

Are you a Texas State student? (Circle one.) Yes No Anticipated date of graduation ____/____/____

If yes, what is your I.D. number? _____ If no, what is your social security number? ____-____-____

Major _____ Minor _____

Are you presently on suspension from any college / university? Yes _____ No _____

IMPORTANT: All Texas residents taking courses for credit must be compliant with Texas Success Initiative requirements. If you are not a Texas State student but are a Texas resident, please provide evidence of Texas Success Initiative compliance with this application. Compliance can be verified with an unofficial transcript showing a conferred degree or college credit prior to Fall 1989, or qualifying SAT/ACT, TAKS, THEA, or approved alternative test scores. Students from private institutions need a copy of their latest semester transcript or grade report, or a letter of good standing from their university. If you are unsure about these guidelines, please contact the university's Texas Success Initiative Program at 512.245.3942.

Have you taken the required assessment? Yes _____ No _____ Are you exempt from taking the required assessment? Yes _____ No _____

If you have a disability and require special accommodation taking the course(s) and/or exam(s), please contact the Office of Disability Services, Suite 5-5.1 LBJ Student Center, 512.245.3451 (voice/TTY).

Course Enrollment Information							
Department	Course Number	Course Title	Credit Hours	Course Fee	Online Fee* (\$10 x credit hours)	Overseas Postage*	Total
				+		+	=
				+		+	=
<i>* If Applicable</i>						Due	\$

PAYMENT SECTION:

If you are paying by VISA _____ MasterCard _____ AmEx _____ Billing address zip code _____

Please provide the information below.

Make checks payable to
Texas State University-San Marcos.

Card Number _____

Expiration Date ____/____

Name exactly as shown on charge card (please print) _____

I understand that the university expects its students to be honest in all their academic work; I commit to academic honesty. I understand my enrollment will expire nine months from my enrollment date. I agree to follow the policies and procedures of the Office of Distance and Extended Learning as outlined on the Distance and Extended Learning website and in the Correspondence Studies Student Handbook. (This section must be signed before the application will be processed.)

Applicant's Signature _____ Date _____

If you are a junior or senior and are presently pursuing a degree program at Texas State, you must secure course approval from the advising center of the college from which you are graduating (not from your departmental advisor). This is your assurance that you have selected an appropriate course for meeting your degree requirements.

Academic Advisor Signature _____ College _____ Date _____

The Office of Distance and Extended Learning does not provide transcripts upon course completion. Transcripts are available from the Registrar's Office, 111 J.C. Kellam Building, and may be requested in person, by mail, or by fax at 512.245.2367. The cost is \$5 per transcript, payable by cash, check, or credit card.

Fax To:
 512.245.8934
 (for credit card payments only)

Mail To:
 Office of Distance and Extended Learning
 Texas State University-San Marcos
 601 University Drive
 San Marcos, TX 78666-4616
 Tel: 512.245.2322

OFFICE USE ONLY		
Is student compliant with Texas Success Initiative Requirements? Yes _____ No _____		
Date _____	Transferred To _____	<input type="checkbox"/> To Be Billed To _____
Receipt # _____	Date _____	Date Billed _____
Amount _____	Receipt # _____	Date Paid _____
Mailed () Given ()	Amount _____	Receipt # _____
Student # _____	Mailed () Given ()	Amount _____
Entered _____		
Withdrawal _____		

Please complete the following survey. Circle your responses and fill in the blanks as appropriate.

1. What is your ethnic background?
(a) American Indian / Alaskan Native (b) Asian (c) Black (d) Hispanic (e) White

2. What is your age group?
(a) 18-24 (b) 25-34 (c) 35-44 (d) 45-54 (e) 55-64 (f) 65 and over
(g) I do not wish to reveal my age.

3. Sex:
(a) male (b) female

4. Have you previously enrolled in a correspondence course?
(a) yes (b) no
If so, where? _____
Did you complete the course?
(a) yes (b) no (c) currently enrolled

5. Name of university you are currently attending: _____

6. Have you ever attended another university, college, or community college?
(a) yes (b) no
If yes, which one? _____

7. What is your current level of education?
(a) did not finish high school (b) high school diploma (c) GED (d) associate degree
(e) college freshman (f) college sophomore (g) college junior (h) college senior
(i) Bachelor's degree (j) Attending graduate school (k) Master's degree (l) Doctoral Degree
(m) other (explain) _____

8. Which of the following best describes your current employment / enrollment status?
(a) full-time paid employee (b) part-time paid employee (c) self-employed (d) unemployed full-time student
(e) unemployed (f) part-time student (g) part-time employed student (h) full-time employed student

9. Why are you enrolling in this correspondence course?
(a) scheduling conflict (b) class full on campus (c) not offered on campus (d) prerequisite for master's program
(e) expedite graduation (f) prepare for new career (g) career development (e.g., improve job skills)
(h) certification/endorsement (i) personal interest (j) other (explain) _____

10. How did you hear about the Texas State Correspondence Study program?
(a) advisor (b) word of mouth (c) advertisement, where? _____
(d) postcard (e) university Web site (f) previously enrolled in Texas State correspondence course
(g) other (explain) _____

11. What grade do you expect to earn in this course?
(a) A (b) B (c) C (d) D (e) CR

12. In what amount of time do you expect to complete this course?
(a) 45 days (b) 3 months (c) 6 months (d) 9 months (e) 1 year

13. Do you have a computer or regular access to a computer?
(a) yes (b) no

14. Do you have e-mail or internet access?
(a) yes (b) no