

## ADMISSIONS

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 Web: <http://www.admissions.txstate.edu/>

Texas State welcomes applications for admission. Students should use the ApplyTexas Application to apply. The application is available at <https://www.applytexas.org/> or may be obtained by contacting the Office of Undergraduate Admissions.

### Deadlines for Admission

Students should apply for admission as early as possible. Those still in high school may apply once they have completed six semesters and can provide a preliminary high school transcript showing class rank. Application forms and credentials must be filed by the following deadlines:

Fall Semester:	General Admission Freshmen (0-29 hours).....	May 1
	General Admission Transfers (30 or more hours) .....	July 1
	McCoy College of Business Administration Admission (Freshmen and Transfers) .....	March 15
	Communication Design Admission (Freshmen and Transfers) .....	March 15
Spring Semester:	General Admission.....	December 1
	McCoy College of Business Administration Admission (Freshmen and Transfers) .....	October 15
	Communication Design Admission (Freshmen and Transfers) .....	October 15
Summer I:	General Admission.....	May 1
	McCoy College of Business Administration Admission (Freshmen and Transfers) .....	March 15
Summer II:	General Admission.....	June 15
	McCoy College of Business Administration Admission (Freshmen and Transfers) .....	March 15

Early application for admission and acceptance into Texas State means priority in residence hall and roommate selection.

### Application Fee

A non-refundable application fee is required with all applications: **effective Spring 2009, the application fee is \$60 for new students; \$60 for special and transient students; \$25 for former students; \$75 for applicants considered for admission on the basis of foreign credentials.**

### Undergraduate Admission Programs

Texas State has general admission programs for (A) students with no previous college work, (B) students with 1-29 transferable college semester hours, (C) students with 30 or more transferable semester hours, and (D) former Texas State students seeking readmission.

Texas State also offers special admission options. See the Special Admission Options in this section of the catalog.

### Departmental Admission

The requirements set forth on the following pages are the minimum for admission to Texas State. Meeting these requirements does not necessarily ensure acceptance into an undergraduate major. Many departments/schools have established admission standards more stringent than the minimum requirements for admission into Texas State. Students should

check the departmental/school sections of this catalog for specific requirements (i.e., GPA, test scores, class rank, portfolio, audition, etc.) to be accepted into a major. Students seeking teacher certification should check the Colleges of Applied Arts, Business Administration, Education, Fine Arts and Communication, Liberal Arts and Science sections of this catalog. Additionally, academic advising centers have information on departmental/school admission requirements.

### **McCoy College of Business Administration Admission**

The McCoy College of Business Administration limits enrollment in order to provide students with a quality experience. To be considered for admission to McCoy College, students must have complete applications on file with the Office of Undergraduate Admissions by the deadline date for their semester of entrance (October 15 for spring entrance or March 15 for summer/fall entrance).

Freshmen applicants must, as a minimum, be granted regular admission to the University to be considered in the pool of applicants for business degree programs. Admission requirements for business degree programs are more restrictive than those of the University, and enrollment is limited by the availability of instructional resources. Among the factors that will be used in determining admission to the College will be high school rank and SAT I or ACT scores. Freshmen applicants who indicate business as their preferred major will be granted automatic admission if they meet regular University admission criteria and their SAT I score is at least 1200 (Critical Reasoning + Math) or if their ACT composite score is at least 27 or if they graduated in the top 25% of their Texas high school class. All other applicants will be considered for the remaining openings through a review process. Students who are admitted to the University but denied admission to a business degree program will be considered for admission as an undeclared major.

Transfer applicants meeting Texas State admission requirements may apply for admission to McCoy College after they have completed at least 30 transferable semester hours, including ENG 1310 (College Writing I), ENG 1320 (College Writing II), and MATH 1329 (Mathematics for Business and Economics II), or their equivalents. Transfer applicants meeting these requirements and having a cumulative grade point average of at least 3.00 will be granted automatic admission. All other applicants will be considered for the remaining openings through a review process. Students who are admitted to the University but denied admission to a business degree program will be considered for admission as an undeclared major.

Students admitted to McCoy College are advised to review the College section of this catalog for further information.

### **Communication Design Admission**

Admission requirements for Communication Design majors are more restrictive than those of the University and enrollment is limited to the availability of instructional resources. Therefore, enrollment as a Communication Design major is limited in order to provide students with a quality experience. To be considered for admission as a Communication Design major, students must have complete applications on file with the Office of Undergraduate Admissions by the deadline date for their semester of entrance (October 15 for spring entrance or March 15 for fall entrance). There is no summer entry into the Communication Design major.

Freshmen applicants who indicate Communication Design as their preferred major will be granted automatic admission if they meet regular University admission criteria and their SAT I score is at least 1200 (Critical Reasoning + Math) or if their ACT composite score is at least 27 or if they graduated in the top 25% of their high school class.

Transfer applicants meeting Texas State admission requirements may apply for admission to the Communication Design major after they have completed at least 30 transferable semester hours, including ARTF 1301 (2-D Design) and ARTF 1302 (Basic Drawing) or their

equivalents. Transfer applicants meeting these requirements and having a cumulative grade point average of at least 3.00 will be granted automatic admission.

All other applicants will be considered for the remaining openings through a review process. Students who are admitted to the University but denied admission to the Communication Design major will be considered for admission as a Pre-Communication Design major.

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### **PROGRAM A: Students with No Previous College Work**

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Students who have graduated within the past three years from an accredited high school and have attempted no college work must meet the following requirements. Graduates of non-accredited high schools or home school programs and GED recipients see Special Admission Options.

1. Submit the ApplyTexas Application for Freshman Admission including one essay and information on extracurricular activities, application fee and all credentials by the required deadline. Submit official high school transcript with class rank and SAT I or ACT (with writing) scores. Rank verification may be submitted after the completion of six semesters of high school.
2. Take the SAT I or ACT (with writing) and have your test results sent directly to Texas State (code numbers for Texas State: SAT 6667 and ACT 4178). Your scores will arrive approximately five weeks after the test. Junior year test scores that meet minimum requirements are acceptable. Texas State requires the writing component of either the SAT I or ACT for admission.
3. Satisfy general admission requirements.

H.S. Rank	SAT I (Critical Reasoning + Math)	ACT
Top 10%	No Min.*	No Min.*
1st Qtr.	920	20
2nd Qtr.	1010	22
3rd Qtr.	1180	26
4th Qtr.	1270	29

\*No minimum scores required but scores must be submitted.

4. Complete the Texas Recommended High School Program, which includes the following high school courses to ensure adequate preparation for college-level work:
  - English - 4 credits (College preparatory English courses)
  - Mathematics – 3 credits (Algebra I, Algebra II and Geometry, or any mathematics course that requires these as prerequisites)
  - Science - 3 credits (Select from Integrated Physics and Chemistry, Biology, Chemistry, Physics or Principles of Technology. No more than one credit from each area.)
  - Social Studies – 3 1/2 credits (World History, World Geography, U.S. History and U.S. Government – 1/2 credit)
  - Economics – 1/2 credit
  - Physical Education – 1 1/2 credits
  - Health Education or Health Science Technology – 1/2 credit
  - Foreign Language – 2 credits (two years of the same foreign language)
  - Fine Arts – 1 credit
  - Speech – 1/2 credit
  - Technology Applications – 1 credit
  - Electives – 3 1/2 credits

NOTE: If a student is admitted with deficiencies in high school courses, the student will be required to fulfill the deficiencies via Texas State course work.

5. Students who complete college courses while in high school (dual credit) must submit an official college transcript following graduation. A cumulative 2.0 grade point average in all transferable college work is required for admission.
6. Texas State will grant 24 semester hours or equivalent course credit in appropriate subject areas for all International Baccalaureate (IB) exam scores of 4 or higher for an entering freshman who has earned an IB diploma. IB students should submit an official transcript of grades (diploma or certificate) to the Testing, Research-Support and Evaluation Center.

### **PROGRAM B: Students with 1-29 Transferable College Semester Hours (See Transfer Credit in this section.)**

Students with 1-29 transferable semester hours at the time of application must meet the following requirements:

1. Submit the ApplyTexas Application for Freshman Admission including one essay and information on extracurricular activities, application fee and all credentials by the required deadline.
2. Satisfy general admission requirements explained in Program A.
3. Submit an official transcript from each post-secondary institution attended. Students must be eligible to return (e.g., free of suspension, dismissal or enforced withdrawal) to all previous institutions regardless of grade point average (GPA) or degrees received.
4. Have a cumulative 2.0 GPA in all transferable college work.

### **PROGRAM C: Students with 30 or More Transferable College Semester Hours (See Transfer Credit in this section.)**

Students with 30 or more transferable semester hours at the time of application must meet the following requirements:

1. Submit the ApplyTexas Application for Transfer/Transient/Readmit, application fee and all credentials by the required deadline.
2. Submit an official transcript from each post-secondary institution attended. Students must be eligible to return (e.g., free of suspension, dismissal or enforced withdrawal) to all previous institutions regardless of GPA or degrees received.
3. Have a minimum 2.25 GPA in all transferable work attempted. In calculating the GPA, grades of "A", "B", "C", "D", and "F" are computed as recorded. Non-punitive grades such as "W" or "WP" are posted but not calculated. Grades of "WF" or "I" are averaged as "F". If a course has been repeated, all grades except the first will be used. Grades in non-transferable and technical/vocational courses are disregarded. See Academic Policies section for specific information and policies for repeated grades and courses.

NOTE: Entering students are required to demonstrate that they have competency in foreign language and computer science. This can be demonstrated by:

- Two years of the same foreign language in high school or two semesters of the same foreign language in college. (Some degree programs may have additional requirements for graduation.)
- One year of computer course work in high school or one semester in college.
- A placement exam
- CLEP

Transfer students who have met these requirements via their high school work should submit their high school transcript.

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## **PROGRAM D: Readmission of Former Texas State Students**

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Any Texas State student who does not enroll in the University for 12 consecutive months or more and wishes to return is considered a former student. Whether the student is forced to leave (academic or disciplinary suspension) or chooses to leave, he or she must follow these procedures for readmission:

1. Submit the ApplyTexas Application for Transfer/Transient/Readmit, application fee and required transcripts prior to the start of classes for the semester of desired enrollment.
2. Submit official transcripts from every institution attended since last enrolling at Texas State. Former students who have taken 30 or more transferable hours since last enrolling at Texas State must have a minimum 2.25 GPA in that work.
3. Attest to the fact that no suspensions, withdrawals, or dismissals affect his or her eligibility to return to all previously attended institutions.

NOTE: A student who leaves Texas State due to academic suspension will return on probationary status after complying with the suspension requirements and meeting the readmission criteria outlined above. (See the policy stated in “Readmission Following Suspension” in the Academic Policies of this catalog.) Some Texas State former students may be eligible for Texas State’s Academic Bankruptcy Policy or the state legislated Academic Fresh Start (see more information in this section).

Former Texas State students who are members of the U.S. Armed Forces or National Guard who withdrew from school as a result of a call to active duty are eligible to re-enroll without paying a readmission fee or completing a reapplication if the student returns to Texas State within a year of being released from active duty. These students should contact the Office of Undergraduate Admissions to have their status reactivated.

### **Special Admission Options**

**Predicted Academic Success Review.** Freshman applicants, who are in the top three quarters of their class, and whose high school rank and test scores place them near the general admission requirements, are eligible for an individual review. A limited number of students whose academic record demonstrates potential for academic success at Texas State will be offered admission. Factors considered in the review process include specific class rank, size of graduating class, quality and competitive level of high school courses taken and grades earned, and the applicant’s individual verbal and math scores on either the ACT or SAT I. Additional factors such as bilingual proficiency, the applicant’s responsibilities while attending school, the applicant’s region of residence, and leadership in extracurricular (including community) activities will be considered when identified through an applicant’s resume and personal statement. The review, however, must clearly demonstrate potential for academic success during the freshman year at Texas State. Students in the fourth quarter are not eligible for this review.

To be considered, students must submit a seven-semester transcript that includes class rank. A resume highlighting personal involvement and achievements while in high school and a personal statement that addresses factors the applicant wishes to bring to the attention of the Office of Undergraduate Admissions may also be submitted. Applicants will be notified of their admissibility or inadmissibility beginning March 1 for Summer Sessions I, II and Fall. Spring applicants will be notified beginning November 1. Students in the top quarter may be notified earlier.

Some fall applicants who are reviewed will be approved for admission to a special summer entrance program.

**Early Admission Program.** The Early Admission program offers high school sophomores, juniors, and seniors an opportunity to take college courses while still in high school. Requirements for admission include a grade average of “B” or higher, the recommendation from a high school counselor or principal, and evidence that the student will meet or exceed Texas State freshman general admission requirements. PSAT or PLAN scores

may be used in lieu of the SAT or ACT. The application and all supporting documents must be submitted by the deadline. Students admitted under this option are considered non-degree seeking and are not eligible for Financial Aid. After high school graduation, those students wishing to continue at Texas State in degree-seeking status must submit their final high school transcript.

**Individual Approval.** Applicants who have been out of high school for at least three years and have 0-29 transferable semester hours may be considered for admission on an individual basis. Applicants must submit an official high school transcript validating high school graduation or GED completion certificate. The high school transcript or GED certificate, college transcript(s), application including one essay and information on extracurricular activities and application fee must be submitted by the appropriate deadline. No test score is required for admission review. Students whose record demonstrates potential for academic success at Texas State will be offered admission.

**Special Talent Program.** Students who receive a Fine Arts or Athletic Scholarship and are recommended for admission by the Dean of the College of Fine Arts and Communication or the Director of Athletics, but do not meet General, Predicted Academic Success or Individual Approval admission requirements, may be granted admission to Texas State. Freshman students admitted under the Special Talent Program must rank in the top three quarters of their high school class. Transfer students must have a minimum 2.00 cumulative GPA.

**Non-Accredited High Schools.** Graduates of non-accredited high schools must have a minimum ACT of 26 or SAT I (Critical Reasoning + Math) of 1180 and must meet the course unit requirements as outlined in the general admission requirements.

**Home-Schooled.** Home-schooled applicants must have a minimum ACT of 26 or SAT I (Critical Reasoning + Math) of 1180 and must meet the course unit requirements as outlined in the general admission requirements.

**General Educational Development Tests.** Students with medical or personal reasons for not completing high school may elect to take the General Educational Development (GED) tests. Texas State recognizes the GED tests from an applicant with no previous college work whose high school class has graduated. Students with a GED certificate may be considered for admission provided they have a minimum ACT of 26 or SAT I (Critical Reasoning + Math) of 1180.

**Transient Admission.** Students who have completed college work and who are working toward a degree at another college or university are eligible to be considered for transient admission. Transient admission is for the summer only. The applicant must complete an application for admission listing all colleges and universities attended. To be admissible as a transient, a student must be in good standing at their current institution. A statement of good standing or current transcript indicating good standing at the institution of current enrollment must be submitted to the Office of Undergraduate Admissions. Upon completion of the summer work, the student may request a transcript for use in the home institution. Credit and grade points earned as a transient student at Texas State will not be used in determining regular eligibility for admission to Texas State.

**Special Student Option.** Students who are not working toward a degree at Texas State may be considered for admission as a Special Student. To qualify, students must either 1) verify an overall 2.25 GPA in previous college work or 2) have a high school diploma or equivalent and not have been enrolled in any secondary or post-secondary institution for the last three years. Applicants must complete an application for admission listing all colleges and universities attended and the \$40 application fee by the required deadline. Students must be eligible to return to each previous post-secondary institution (i.e., free of suspension, dismissal or enforced withdrawal). Enrollment as a Special Student is limited to a total of 24 semester hours and students must reapply each semester. Students admitted under this option are considered non-degree seeking and are not eligible for Financial Aid. Work earned as a

Special Student may be considered for degree purposes only after the student has reapplied and has met general admission requirements.

**Transfer Appeals.** Transfer applicants who do not meet the 2.25 Texas State evaluated GPA requirement may contact an admission counselor to discuss their options. Students who wish to appeal their admission decision should submit a letter of appeal providing further information about their circumstances and an indication of their readiness for study at Texas State. A limited number of transfer applicants may be approved for conditional admission and offered a one-semester contract.

**Academic Bankruptcy Policy.** Students who have not enrolled in any accredited college or university for five or more consecutive calendar years immediately prior to admission to Texas State may, at the time they apply for admission, request permission to declare academic bankruptcy. Under this policy all college-level work done at an earlier date is eliminated from computation of the GPA and none of it is applied toward a degree at Texas State. Such work, however, will not be removed from the student's records. Those granted academic bankruptcy are admitted on academic probation.

**Academic Fresh Start.** Under the provisions of the Texas Education Code, the Academic Fresh Start program was established to allow a Texas resident to apply for admission and elect to have all academic course work earned 10 or more years prior to the requested enrollment date ignored for admission purposes. Individuals who choose Academic Fresh Start, including former Texas State students, must meet current published admission criteria for Texas State and must submit official records from all colleges attended. Students admitted under this provision will not receive any course credit for courses taken 10 or more years prior to enrollment. For further information, contact the Office of Undergraduate Admissions.

**Second Bachelor's Degree.** Students who have earned a bachelor's degree and wish to complete a second bachelor's degree should submit the ApplyTexas application, an application fee and a transcript from the college or university where the highest degree was obtained. Transcripts for any course work completed after the degree was earned must also be submitted. All usual deadlines apply. Students who hold a bachelor's degree and wish to pursue additional course work but not a second bachelor's degree should apply through the Graduate College.

**International Student Admission.** An international student is defined as anyone who is not a United States citizen. However, a permanent resident alien who has completed two or more years in and graduated from a U.S. high school is required to meet the admission requirements established for U.S. citizens (see Undergraduate Admission Programs in this section of the catalog).

International applicants should complete the International Student Application form. The application is available at <https://www.applytexas.org/> or may be obtained by contacting the Office of Undergraduate Admissions. The application and all credentials must be submitted by the required deadline. A non-refundable \$75.00 fee (U.S. currency) is required for all international applicants. Freshman applicants who are graduates of foreign secondary schools must demonstrate that they have above average academic achievement and an education equivalent to that of a U.S. high school graduate. Students transferring from foreign institutions must demonstrate above average academic achievement in their post-secondary education. Applicants must submit original academic records (or copies which have been certified by an appropriate school official) of all secondary and post-secondary course work, examination results, certificates awarded, and/or diplomas. A certified English translation must accompany the original academic records if the original records are not in English. Freshman applicants who are graduates of a U.S. high school and who completed at least two years in a U.S. high school must meet the freshman admission requirements established for U.S. citizens. Transfer applicants from within the U.S. must meet all regular transfer admission requirements (see Undergraduate Admission Programs in this section of the catalog).

All applicants whose native language is not English must present proof of English proficiency. Texas State accepts the following measures of English proficiency for regular admission:

- Test of English as a Foreign Language (TOEFL) minimum score of 550 (paper-based test, PBT) or 213 (computer-based test, CBT), or 78 total score (internet-based test, iBT) with the following 3 out of 4 minimum section scores: 19 in Reading, 19 in Listening, 19 in Speaking and 18 in Writing, or
- International English Language Testing System (IELTS) minimum score of 6.5, or
- International Baccalaureate (IB) grade of 4, 5, 6 or 7 in English A1 or A2 at the Higher Level or Standard Level or English B at the Higher Level, or
- 30 semester hours of college course work transferred from a regionally accredited U.S. institution to include English 1310 College Writing I and English 1320 College Writing II with grades of “C” or higher, or
- Advanced Level exam in English Language on GCE, GCSE, IGCSE or HKCEE with grade of “C” or higher, or
- Completion of all level 5500 Texas State Intensive English classes with composite grade of “A” or “B” and positive recommendation from program director.

International students who meet the established admission requirements but do not yet have the required level of English proficiency may be eligible for the Texas State Intensive English Bridge program. A minimum TOEFL score of 500 (PBT) or 173 (CBT) or 59 (iBT) total score with minimum section scores of 14 in Reading, 14 in Listening, 14 in Speaking and 14 in Writing, or IELTS score of 5.5 is required for the Texas State Intensive English Bridge program. Admission to the Texas State Intensive English Bridge program allows students to begin university academic study on a part-time basis while completing their English proficiency requirements in the Texas State Intensive English program. Acceptance into full-time academic study is contingent upon achieving one of the measures of English proficiency listed in the paragraph above, successfully completing the Intensive English program at Texas State and completing the Texas State credit courses with a grade of “C” or higher.

Students who meet academic requirements for admission and whose TOEFL is at least 450 (PBT) or 133 (CBT) or 45 (iBT) but less than 500 (PBT) or 173 (CBT) or 59 (iBT) may be offered conditional acceptance into the Pre-Bridge program. Students in the Pre-Bridge program enroll in Texas State Intensive English (non-credit) courses only until they meet one of the English proficiency requirements for either the Bridge program or regular admission. No academic classes can be taken while in the Pre-Bridge program.

International students transferring from other institutions in the United States must plan carefully and allow adequate time for submission of application materials and evaluation of credentials because of immigration regulations governing school transfers. Students must follow the procedures outlined below. Failure to plan carefully may require students to leave the United States and return before transferring to Texas State.

1. Students transferring to Texas State from another SEVIS (Student and Exchange Visitor Information System) institution in the United States should verify the procedures to transfer out with the appropriate Designated School Official (DSO) at their current school. A Texas State “Status Verification Form” must be completed by the student and a DSO from the current school and forwarded to Texas State. The DSO in the international student office of the current school will assign a release date to the SEVIS record for students who have decided to attend Texas State.
2. Following the release date, the Texas State International Office will be able to issue a SEVIS Form I-20. Students should contact the International Office as soon as they receive their admission letter and have submitted the “Status Verification Form” to arrange to have their I-20 created. According to immigration regulations, students must transfer to Texas State within 60 days of completing studies at the current school.



3. Students are required to start classes at Texas State during the semester indicated in the admission letter issued by the Admissions Office and within five months from the release date. Students unable to begin classes at Texas State within the five-month limit are required to leave the United States and may reenter within 30 days before the program start date indicated on the Texas State I-20.
4. New Texas State transfer students are required to report to the Texas State International Office no later than 15 days after the program start date listed on the SEVIS Form I-20 and in the admission letter issued by the Office of Undergraduate Admissions.
5. Finally, immigration regulations and procedures change frequently. Therefore, students should contact the DSO at the current school and at Texas State for any updates in transfer procedures.

For further information on immigration requirements, contact the Texas State International Office at (512) 245-7966 or <http://www.international.txstate.edu/>.

For further information on admission requirements for international students, contact the Office of Undergraduate Admissions at (512) 245-2759 or <http://www.admissions.txstate.edu>.

**Auditing Courses.** Those who wish to audit a course must be accepted by the Office of Undergraduate Admissions and approved by the school, department, or program offering the course. Audit status must be declared at registration. Participation in class discussion and examinations is optional with the instructor. Auditors receive no course credit but are expected to attend class regularly. With departmental approval, a student who has audited a course may later take the course for credit.

## Transfer Credit

**Evaluation of Transfer Credit.** Transfer of credit from another institution to Texas State involves consideration of accreditation, comparability of course work and applicability of that course work to a Texas State degree program. The Office of Undergraduate Admissions provides, along with the admission notification letter, an evaluated transcript that shows how each course that the student has completed has been evaluated for transfer to Texas State.

**Regional Accreditation.** Texas State will consider for transfer credit (subject to other provisions outlined below) course work completed at institutions which have been granted membership or candidacy status in a regional association of the Association of Colleges and Schools, excluding accrediting commissions for vocational or occupational training.

**No Regional Accreditation.** Course work from an institution which is neither regionally accredited nor a candidate for such accreditation will not be recognized for transfer purposes. Student appeals may be reviewed on an individual basis.

**Bible College Accreditation.** Courses from institutions accredited solely by AABC (American Association of Bible Colleges) are awarded transfer credit on a parallel course by course basis. Remedial courses are nontransferable. Religious courses of a doctrinal or denominational character (sacraments, Christian approaches to missions, etc.) are not transferable.

**Credit from Abroad.** Course work completed at foreign institutions will be evaluated on an individual basis. Foreign institutions must be officially recognized by their Ministry of Education for transfer credit to be considered.

**Role of the Office of Undergraduate Admissions in Determining Transfer Credit.**

The Office of Undergraduate Admissions reviews each course taken at another college or university and makes the initial determination of whether or not a course is transferable. The course is evaluated for transfer credit by comparing the nature, content, and level of transfer credit and in consultation with appropriate academic units at Texas State. Courses transfer to Texas State on the same level and with the corresponding grades and number of hours as earned at the other institution. It is sometimes necessary for the transfer student to provide such materials as catalogs, course descriptions, syllabi, class assignments, or textbooks to assure proper evaluation. The holding of an associate degree from another institution has no effect on the transfer of credit or admission to Texas State.

**Role of University College.** The University College will review student requests for review of elective courses (ELNA, ELADV) for application to the general education core curriculum.

**Role of College Dean and Program Chair/Department Chair/School Director of Student's Major.** The applicability of transferred credit toward a degree at Texas State will be the decision of the college dean and the chair/director of the student's major department/school/program. The applicability of transferred credit will be evaluated on a course-by-course basis.

**Explanation of Evaluation Symbols.** Admissions personnel assign evaluation symbols to all courses submitted.

1. Courses that have direct Texas State course equivalency will be equated to the Texas State course number and be reflected accordingly on the evaluated transcript record.
2. Courses that hold transfer credit value, but which do not have an exact Texas State course equivalency, will transfer as elective courses. Elective courses will be recorded as ELNA (for lower-level freshman and sophomore courses) and ELADV (for upper-level junior and senior courses). Courses transferred at the lower-level cannot be equated as upper-level courses. The college dean and the chair/director of the student's major department/school/program will determine how these elective courses apply toward the student's degree.
3. Courses evaluated as Technical and Vocational (T&V) are not transferable and are not computed in the GPA for admission purposes. In cases where T&V courses support a student's degree program, the student may request the chair/director of his/her major department/school/program to review the courses. If approved, the T&V credit will be recorded on the student's official Texas State transcript for application to that degree program. Should the student's major change, the applicability of the T&V credit toward the new major will be subject to review by the chair/director of the student's new major department/school/program.
4. Courses that hold no transfer value for either admission or degree purposes are evaluated as Non-Transferable (NT). Generally, these are courses that are remedial, preparatory, or developmental in nature.
5. Physical fitness activity courses are evaluated as Activity (ACT). These are transferable for admission and degree purposes.

**Course Equivalency Information.** Course equivalency information may be obtained from the junior/community college counselor, the Texas State Office of Undergraduate Admissions or through CatsWeb on the Texas State web site (<http://www.txstate.edu>). Students are encouraged to plan all course selections at the junior/community college as far in advance as possible. Proper planning and use of the equivalency information will maximize the transfer of credit to Texas State.

**Texas Junior/Community College Transfer Students.** Prior to transferring from a Texas junior/community college, students should discuss their course selections and degree plans with their two-year college counselor or academic advisor.

**Articulation Agreements and Transfer Planning Guides.** Texas State has formal articulation agreements and/or transfer planning guides with Austin Community College, Blinn College, Collin County Community College, Dallas County Community College District, Laredo Community College, Palo Alto College, San Antonio College, South Texas College, Temple College, and Victoria College. Transfer planning guides have been developed for many programs in these community colleges and for many additional programs in other community colleges. Potential transfer students may access existing transfer planning guides at <http://www.admissions.txstate.edu/future/transfer/tpg.html>.

**Texas Common Course Numbering System.** Under Texas Education Code 61.832, the Texas Common Course Numbering System (TCCNS) was developed to facilitate transfer of general academic courses between Texas public institutions. Common courses are included in the *Community College General Academic Course Guide Manual*, published by the Texas Higher Education Coordinating Board. Common course numbers may be used to determine how freshman and sophomore level courses transfer between Texas public institutions.

The common course number has a standardized four-letter prefix followed by a four-digit number, for example, ENGL 1301. The four-letter prefix identifies the subject area. Each digit in the four-digit sequence gives additional information about the course. The first digit identifies the course as either freshman level (1) or sophomore level (2). The second digit identifies the number of credit hours a student will earn upon completion of the course. Most often this digit will be a 1, 2, 3, or 4. The final two digits serve to establish the sequence in which courses are generally taken.

In the course description sections of the catalog, the common course number is shown in parentheses, for example, (ENGL 1301). The following is a list of all the common course numbers currently adopted by Texas State. The courses that fulfill Texas State's general education core curriculum requirements are designated with an asterisk.

<b>TCCNS .....</b>	<b>Texas State</b>	<b>TCCNS.....</b>	<b>Texas State</b>
ACCT 2301 .....	ACC 2361	ARTS 2326 .....	ARTS 2381
ACCT 2302 .....	ACC 2362	ARTS 2333 .....	ARTS 2371
AGRI 1131 .....	AG 1110	ARTS 2336 .....	ARTS 2331
AGRI 1307 .....	AG 2313	ARTS 2341 .....	ARTS 2341
AGRI 1309 .....	AG 2390	ARTS 2346 .....	ARTS 2311
AGRI 1315 .....	AG 2379	ARTS 2366 .....	ARTS 2391
AGRI 1419 .....	AG 1445	BCIS 1305 .....	CIS 1323
AGRI 2303 .....	AG 2373	BCIS 2316 .....	CIS 2324
AGRI 2317 .....	AG 2383	BIOL 1308 .....	*BIO1320
ANTH 2351 .....	*ANTH 1312	BIOL 1322 .....	NUTR 2360
ANTH 2401 .....	*ANTH 2414	BIOL 1406 .....	*BIO 1430
ARAB 1411 .....	ARAB 1410	BIOL 1407 .....	*BIO 1431
ARAB 1412 .....	ARAB 1420	BIOL 1409 .....	*BIO 1421
ARAB 2311 .....	ARAB 2310	BIOL 2404 .....	BIO 2430
ARAB 2312 .....	ARAB 2320	BIOL 2416 .....	BIO 2450
ARTS 1303 .....	ARTH 2301	BIOL 2420 .....	BIO 2440
ARTS 1304 .....	ARTH 2302	BIOL 2421 .....	BIO 2400
ARTS 1311 .....	ARTF 1301	BUSI 2301 .....	BLAW 2361
ARTS 1312 .....	ARTF 1303	CHEM 1111 .....	*CHEM 1141
ARTS 1316 .....	ARTF 1302	CHEM 1112 .....	*CHEM 1142
ARTS 2311 .....	ARTF 1304	CHEM 1305 .....	*CHEM 1310
ARTS 2313 .....	ARTC 1301	CHEM 1311 .....	*CHEM 1341
ARTS 2314 .....	ARTC 1302	CHEM 1312 .....	*CHEM 1342
ARTS 2316 .....	ARTS 2351	CHEM 1407 .....	*CHEM 1430
ARTS 2323 .....	ARTS 2321	CHEM 2123 .....	CHEM 2141

**TCCNS ..... Texas State**

CHEM 2125.....CHEM 2142  
 CHEM 2323.....CHEM 2341  
 CHEM 2325.....CHEM 2342  
 COMM 1307 ..... MC 1301  
 COMM 2311 ..... MC 1313  
 COSC 1300.....CS 1308  
 COSC 1415.....CS 1428  
 COSC 2315.....CS 2358  
 COSC 2320.....CS 2308  
 COSC 2325.....CS 2318  
 CRIJ 1301.....CJ 1310  
 CRIJ 1306.....CJ 2350  
 CRIJ 1310.....CJ 2360  
 CRIJ 2313.....CJ 2355  
 CRIJ 2328.....CJ 2310  
 DANC 1122.....\*DAN 1170  
 DANC 1128.....\*DAN 1170  
 DANC 1133.....\*DAN 1170  
 DANC 1141.....\*DAN 1180  
 DANC 1142.....\*DAN 1181  
 DANC 1145.....\*DAN 1190  
 DANC 1146.....\*DAN 1191  
 DANC 1147.....\*DAN 1160  
 DANC 1148.....\*DAN 1161  
 DANC 1201.....\*DAN 2208  
 DANC 2141.....\*DAN 1182  
 DANC 2145.....\*DAN 1192  
 DANC 2147.....\*DAN 1162  
 DRAM 1120.....TH 2111  
 DRAM 1121.....TH 2111  
 DRAM 1141.....TH 2111  
 DRAM 1161.....TH 2111  
 DRAM 1162.....TH 2111  
 DRAM 1322.....TH 1354  
 DRAM 1330.....TH 1358  
 DRAM 1351.....TH 1364  
 DRAM 1352.....TH 1365  
 DRAM 2120.....TH 2111  
 DRAM 2121.....TH 2111  
 DRAM 2331.....TH 2338  
 DRAM 2336.....TH 1340  
 DRAM 2351.....TH 2354  
 ECON 1301.....ECO 2301  
 ECON 1303.....FCS 1341  
 ECON 2301.....ECO 2315  
 ECON 2302.....\*ECO 2314  
 ENGL 1301.....\*ENG 1310  
 ENGL 1302.....\*ENG 1320

**TCCNS..... Texas State**

ENGL 2322.....\*ENG 2310  
 ENGL 2323.....\*ENG 2320  
 ENGL 2327.....\*ENG 2359  
 ENGL 2328.....\*ENG 2360  
 ENGL 2332.....\*ENG 2330  
 ENGL 2333.....\*ENG 2340  
 ENGR 2305 .....TECH 2370  
 FREN 1411 .....FR 1410  
 FREN 1412 .....FR 1420  
 FREN 2311 .....FR 2310  
 FREN 2312 .....FR 2320  
 GEOG 1302 .....GEO 1309  
 GEOG 1303 .....\*GEO 1310  
**GEO 1147.....\*GEO 1105**  
**GEO 1347.....\*GEO 1305**  
 GEOL 1403.....\*GEOL 1410  
 GEOL 1404.....\*GEOL 1420  
 GERM 1411 .....GER 1410  
 GERM 1412 .....GER 1420  
 GERM 2311 .....GER 2310  
 GERM 2312 .....GER 2320  
 GOVT 2301 .....\*POSI 2310  
 GOVT 2302 .....\*POSI 2320  
 GOVT 2304 .....POSI 1309  
 HECO 1320 .....FM 1332  
 HECO 2311 .....FM 1330  
 HIST 1301 .....\*HIST 1310  
 HIST 1302 .....\*HIST 1320  
 HIST 2311 .....HIST 2310  
 HIST 2312 .....HIST 2320  
 HIST 2321 .....HIST 2311  
 HIST 2322 .....HIST 2312  
 HUMA 1315.....\*ART 2313  
 HUMA 1315.....\*DAN 2313  
 HUMA 1315.....\*MU 2313  
 HUMA 1315.....\*TH 2313  
 ITAL 1411 .....ITAL 1410  
 ITAL 1412 .....ITAL 1420  
 ITAL 2311 .....ITAL 2310  
 ITAL 2312 .....ITAL 2320  
 ITSE 1309.....CIS 1323  
 ITSE 1331.....CIS 2324  
 ITSE 1344.....CIS 2324  
 JAPN 1411.....JAPA 1410  
 JAPN 1412.....JAPA 1420  
 JAPN 2311.....JAPA 2310  
 JAPN 2312.....JAPA 2320  
 MATH 1314 .....\*MATH 1315

**TCCNS ..... Texas State**  
 MATH 1316 ..... \*MATH 1317  
 MATH 1324 ..... \*MATH 1319  
 MATH 1325 ..... \*MATH 1329  
 MATH 1350 ..... MATH 2311  
 MATH 1351 ..... MATH 2312  
 MATH 2305 ..... MATH 2358  
 MATH 2313 ..... \*MATH 2321  
 MATH 2342 ..... MATH 2328  
 MATH 2412 ..... \*MATH 2417  
 MATH 2413 ..... \*MATH 2471  
 MATH 2414 ..... MATH 2472  
 MUSI 1104 ..... MU 2123  
 MUSI 1211 ..... MU 1211  
 MUSI 1212 ..... MU 1213  
 MUSI 1216 ..... MU 1210  
 MUSI 1217 ..... MU 1212  
 MUSI 1303 ..... MU 2310  
 MUSI 1307 ..... MU 2303  
 MUSI 2160 ..... MU 2141  
 MUSI 2161 ..... MU 2141  
 MUSI 2211 ..... MU 2261  
 MUSI 2212 ..... MU 2263  
 MUSI 2216 ..... MU 2260  
 MUSI 2217 ..... MU 2262  
 PHED 1164 ..... \*PFW 1101  
 PHED 1301 ..... PE 1310  
 PHED 1304 ..... H ED 1310  
 PHED 1306 ..... H ED 2354  
 PHED 1333 ..... PE 2365  
 PHED 1336 ..... REC 2335  
 PHED 1346 ..... H ED 2338  
 PHIL 1301 ..... \*PHIL 1305  
 PHIL 2303 ..... PHIL 2330  
 PHIL 2306 ..... \*PHIL 1320  
 PHIL 2316 ..... PHIL 2311  
 PHIL 2317 ..... PHIL 2312  
 PHYS 1105 ..... \*PHYS 1110

**TCCNS..... Texas State**  
 PHYS 1111 ..... \*PHYS 1140  
 PHYS 1305 ..... \*PHYS 1310  
 PHYS 1307 ..... \*PHYS 1320  
 PHYS 1311 ..... \*PHYS 1350  
 PHYS 1312 ..... \*PHYS 1340  
 PHYS 1401 ..... \*PHYS 1410  
 PHYS 1402 ..... \*PHYS 1420  
 PHYS 2425 ..... \*PHYS 1430  
 PHYS 2426 ..... \*PHYS 2425  
 PHYS 2427 ..... PHYS 2435  
 PORT 1411 ..... POR 1410  
 PORT 1412 ..... POR 1420  
 PORT 2311 ..... POR 2310  
 PORT 2312 ..... POR 2320  
 PSYC 2301 ..... \*PSY 1300  
 PSYC 2306 ..... PSY 2311  
 SGNL 1411 ..... ASL 1410  
 SGNL 1412 ..... ASL 1420  
 SGNL 2311 ..... ASL 2310  
 SGNL 2312 ..... ASL 2320  
 SOCI 1301 ..... \*SOCI 1310  
 SOCI 1306 ..... SOCI 2320  
 SOCW 2361 ..... SOWK 1350  
 SPAN 1411 ..... SPAN 1410  
 SPAN 1412 ..... SPAN 1420  
 SPAN 2311 ..... SPAN 2310  
 SPAN 2312 ..... SPAN 2320  
 SPCH 1144 ..... COMM 2111  
 SPCH 1145 ..... COMM 2111  
 SPCH 1311 ..... \*COMM 1310  
 SPCH 1315 ..... COMM 2338  
 SPCH 1318 ..... COMM 2315  
 SPCH 1342 ..... COMM 1340  
 SPCH 2144 ..... COMM 2111  
 SPCH 2145 ..... COMM 2111  
 SPCH 2333 ..... COMM 2330

**Transcripts.** Official Texas State transcripts separate transfer course work and grades from Texas State course work and grades. The transfer GPA is used to determine eligibility for admission purposes. Credits transferred are included in the total hours the student has earned, but the grades and quality points do not affect the student's Texas State GPA.

**Maximum Hours Accepted.** Texas State will apply to a specific degree no more than 66 semester hours from an accredited junior/community college (at the approval of the individual dean, 6-8 hours may be added). At the time of the transfer, all transferable work completed at a junior/community college will be recorded on the official transcript. If the number of hours transferred from a junior/community college exceeds 66 hours, it will be the responsibility of the chair/director to recommend to the academic dean how the student will satisfy degree requirements.

### **Resolution of Transfer Disputes for Lower-Division Courses.**

- a. The following procedures shall be followed by public institutions of higher education in the resolution of transfer credit disputes involving lower-division courses:
  1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
  2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
  3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c. All public institutions of higher education shall publish the procedures described in sub-sections (a) and (b) of this section in their undergraduate course catalogs.
- d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Education Code.
- e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

### **Non-Traditional Credit**

Students admitted to Texas State may earn academic credit for learning or experience they have completed before enrolling. Three types of non-traditional credit are summarized below. For further information, contact the Office of Undergraduate Admissions.

**Credit for Experiential Learning.** The Office of Occupational Education is the only academic unit at Texas State that awards academic credit for experiential learning. Such credit is validated after enrollment at Texas State according to established criteria and is forwarded to the Office of Undergraduate Admissions for posting to the student's record. Should a student change majors, the validation of extra-institutional credit will be re-evaluated by the new department.

**Military Credit.** The Office of Undergraduate Admissions will review course work from educational experience obtained in the Armed Forces. Four hours of physical education

activity credit will be awarded by the Office of Undergraduate Admissions upon receipt of Form DD214 that verifies 12 consecutive months of active military duty. Other military course work may be considered for transfer credit. The student must submit Form DD295 or an official transcript from AARTS, SMART, or the Coast Guard. The Office of Undergraduate Admissions uses the “Guide to the Evaluation of Educational Experience in the Armed Services” for evaluating the course work. Texas State grants credits for the lower and upper division baccalaureate category but does not award credit for vocational or graduate level work. Evaluations will be completed after enrollment and transfer credit is subject to approval by the student’s major department.

**Credit-by-Examination.** Credit earned through examination may be awarded Texas State transfer credit when listed on an official transcript of the college or university where the student has been enrolled. Such credits are evaluated by transfer credit criteria and awarded grades of credit (CR) only. Credit by exam satisfies degree requirements in the same way as does credit earned by passing courses except that it does not count as credit earned in residence.

For further information contact the Testing, Research-Support and Evaluation Center.

## **Campus Visits**

Students and their parents are welcome to visit Texas State any day the university is open. Drop in visitors are welcome but an online reservation or a phone call a few days in advance will help the Visitors Center staff give the best possible service. When classes are in session, campus tours are available Monday through Friday. University offices are closed on weekends; however, the Visitors Center is open on a limited basis during the fall and spring semesters. The Visitors Center is located in the LBJ Student Center (ground floor first office on the right if entering from the parking garage). Convenient parking is available at the Student Center Parking Garage (fee assessed) adjacent to the Student Center and can be accessed off Sessom Drive and Comanche Street.

Bobcat Days at Texas State are special Saturdays when prospective students and their families visit the campus to learn about academic programs, services, activities, and admissions. For Bobcat Days schedules, visit [www.admissions.txstate.edu](http://www.admissions.txstate.edu).

For further information on available tour times and scheduling your visit, use the online reservation form at [www.admissions.txstate.edu](http://www.admissions.txstate.edu) or contact the Visitors Center at (512) 245-8871 or email [visitorscenter@sa.txstate.edu](mailto:visitorscenter@sa.txstate.edu).

## **New Student Orientation and Registration for Classes**

Freshman and transfer students entering Texas State for the first time are required to attend New Student Orientation. These special programs for freshman and transfer students are held before each semester to provide information about student services, class scheduling, and university resources. Additionally, these sessions include academic advisement and course registration for new students. All new freshmen and transfers who have fulfilled Texas State’s admission and housing requirements will be mailed orientation information prior to the semester for which they plan to enroll.

## **Residency for Tuition**

The determination of residency classification for tuition purposes is governed by statutes enacted by the Texas Legislature and rules and regulations promulgated by the Texas Higher Education Coordinating Board. A student or applicant is classified either as a resident of Texas, a non-resident, or a foreign student for tuition purposes. An individual’s residency classification is based on information from his or her admission application. If an applicant or student is classified as a non-resident and wishes to be considered for reclassification as a resident, it is necessary to submit the Residency Core Questions available from the Office of Undergraduate Admission. Documentation may be requested by the institution in order to

resolve issues raised by the information provided in response to the Residency Core Questions.

Texas Higher Education Coordinating Board Rules include the following provisions covering some of the more common residency situations. They are neither exhaustive nor complete and should not be interpreted as such. Full regulations are available at [www.collegefortexans.com/Residency/](http://www.collegefortexans.com/Residency/).

**Determination of Residence Status.**

- a. The following persons shall be classified as Texas residents and entitled to pay resident tuition:
  1. a person who graduated from a public or accredited private high school in this state or received the equivalent of a high school diploma in this state, and maintained a residence continuously in this state for the thirty-six months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and the 12 months preceding the census date of the academic semester in which the person enrolls in an institution;
  2. a person who established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution; and
  3. a dependent whose parent established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.
- b. The following non-U.S. citizens may establish a domicile in this state for the purposes of subsection (a)(2) or (3) of this section:
  1. a Permanent Resident;
  2. a person who is eligible for permanent resident status;
  3. an eligible nonimmigrant that holds one of the approved types of visas. A complete list is available at [www.collegefortexans.com/residency/](http://www.collegefortexans.com/residency/);
  4. a person classified by the USCIS as a Refugee, Asylee, Parolee, Conditional Permanent Resident, or Temporary Resident;
  5. a person holding Temporary Protected Status, and Spouses and Children with approved petitions under the Violence Against Women Act (VAWA), an applicant with an approved USCIS I-360, Special Agricultural Worker, and a person granted deferred action status by USCIS;
  6. a person who has filed an application for Cancellation of Removal and Adjustment of Status under Immigration Nationality Act 240A(b) or a Cancellation of Removal and Adjustment of Status under the Nicaraguan and Central American Relief Act (NACARA), Haitian Refugee Immigrant Fairness Act (HRIFA), or the Cuban Adjustment Act, and who has been issued a fee/filing receipt or Notice of Action by USCIS; and
  7. a person who has filed for adjustment of status to that of a person admitted as a Permanent Resident under 8 United States Code 1255, or under the "registry" program (8 United States Code 1259), or the Special Immigrant Juvenile Program (8 USC 1101(a)(27)(J)) and has been issued a fee/filing receipt or Notice of Action by USCIS.
- c. The domicile of a dependent's parent is presumed to be the domicile of the dependent unless the dependent establishes eligibility for resident tuition under subsection (a)(1) of this section.



- d. A domicile in Texas is presumed if, at least 12 months prior to the census date of the semester in which he or she is to enroll, the person owns real property in Texas, owns a business in Texas, or is married to a person who has established a domicile in Texas. Gainful employment other than work-study and other such student employment can also be a basis for establishing a domicile.
- e. The temporary absence of a person or a dependent's parent from the state for the purpose of service in the U.S. Armed Forces, Public Health Service, Department of Defense, U.S. Department of State, as a result of an employment assignment, or for educational purposes, shall not affect a person's ability to continue to claim that he or she is a domiciliary of this state. The person or the dependent's parent shall provide documentation of the reason for the temporary absence.
- f. The temporary presence of a person or a dependent's parent in Texas for the purpose of service in the U.S. Armed Forces, Public Health Service, Department of Defense or service with the U.S. Department of State, or as a result of any other type of employment assignment does not preclude the person or parent from establishing a domicile in Texas.

**Exceptions.** A non-resident or foreign student may qualify to pay in-state tuition. Questions and documentation should be directed to Student Business Services.

1. The student or student's spouse or parent is a member of the Armed Forces or a commissioned officer of the Public Health Service and is stationed in Texas. (Military and Public Health Service personnel who maintain their official home of record as Texas or who meet the criteria for establishing a domicile in Texas are considered to be Texas residents.)
2. The student or student's spouse or parent is employed at least half-time as a teaching or research assistant in a position related to the assistant's degree program at a Texas public institution of higher education.
3. The student or student's spouse or parent is employed at least half-time on a regular monthly salaried basis as a teacher or professor at a Texas public institution of higher education.
4. The student holds an approved competitive scholarship from Texas State of at least \$1000 for the academic year or summer awarded by an official Texas State scholarship committee.
5. The student or student's spouse or parent has located in Texas as an employee of a business or organization that became established in this state as part of the state economic development and diversification program. (Refer to <http://www.collegefortexans.com/Residency/> for a list of qualified employers.)
6. The student is a New Mexico resident who resides in a county bordering Texas.
7. The student is a Louisiana resident who resides in a parish bordering Texas.
8. The student is a resident of Mexico who has demonstrated a financial need.