ABOUT REGISTRATION

The before, during, and after preparations to class registration

- Summer 2009 Edition -
There are several items you are recommended or required to address prior to registering for classes.

► Make sure you’re eligible to register
First thing’s first – you need to make sure you’re eligible to register for classes. To be eligible to register, you must:

- Know your Student ID and PIN
- Be admitted, or be an active student for the term in which you are registering for
- Not have any holds or restrictions on your record that prevent registration

Get your Student ID
Our University provides all students at the time of their application to A&M-Corpus Christi with a unique, assigned identification number. This number serves as your universal identification during your attendance, and is used to verify your identity in lieu of your Social Security Number.

If, for any reason, you are unable to recall your Student ID, you may obtain it online at https://banner.tamucc.edu/ID or by contacting the Office of the Registrar at 361.825.7024.

Get your PIN
As a new student, your personal identification number (PIN) is auto-set to your date of birth in the format of MMDDYY. However, you can change your PIN at any time on S.A.I.L.

If you forget your PIN, you may request to have it reset by contacting the Office of the Registrar at 361.825.7024.

If you have any problems obtaining your Student ID and/or PIN, please contact the Office of Registrar.

View your holds and/or restrictions
A registration hold is an item that can be placed on your student record to prevent you from registering for classes until the reason for its placement is resolved.

To view any holds that may be currently on your student record, login to the S.A.I.L. Student Portal at http://sail.tamucc.edu and follow the instructions given below:

1. Click the Student tab.
2. Click on the Students Records link.
3. Click on the View Holds link.

Any holds currently on your student account will be reflected on this page. It is YOUR responsibility to note any hold(s) you may have and to contact the office/department responsible for placing the hold to resolve the issue.

► Check your contact information
It’s very important to keep the contact information we have on file for you current so the University can contact you about items surrounding your attendance or in the case of a campus emergency. You can view/update your contact information by logging into the S.A.I.L. Student Portal at http://sail.tamucc.edu and following the instructions given below:

1. Click the Personal Information tab.
2. You can choose to view (click View links) and/or update (click Update links) your current contact information such as mailing addresses, phone numbers, e-mails, and emergency contacts. It is important to maintain your contact information regularly to ensure its validity.
Meet with your advisor

You are encouraged to meet with your assigned academic advisor in the weeks leading up to registration to evaluate your degree progress and to assist you with your course selections. Other factors may require you to meet with additional individuals/departments prior to class registration.

### College of Business - [http://cob.tamucc.edu](http://cob.tamucc.edu)

<table>
<thead>
<tr>
<th>Name</th>
<th>Who they advise</th>
<th>Location</th>
<th>Phone number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albert Royo</td>
<td>All undergraduates; last names A-F</td>
<td>Faculty Center, Rm. 108</td>
<td>361.825.2404</td>
<td><a href="mailto:Albert.Royo@tamucc.edu">Albert.Royo@tamucc.edu</a></td>
</tr>
<tr>
<td>Liz Palacios</td>
<td>All undergraduates; last names G-O</td>
<td>Faculty Center, Rm. 120</td>
<td>361.825.2291</td>
<td><a href="mailto:Elizabeth.Palacios@tamucc.edu">Elizabeth.Palacios@tamucc.edu</a></td>
</tr>
<tr>
<td>Katharine Fischer</td>
<td>All undergraduates; last names P-Z</td>
<td>Faculty Center, Rm. 118</td>
<td>361.825.6018</td>
<td><a href="mailto:Katharine.Fischer@tamucc.edu">Katharine.Fischer@tamucc.edu</a></td>
</tr>
<tr>
<td>Sharon Polansky</td>
<td>All graduates</td>
<td>Faculty Center, Rm. 107</td>
<td>361.825.2655</td>
<td><a href="mailto:Sharon.Polansky@tamucc.edu">Sharon.Polansky@tamucc.edu</a></td>
</tr>
</tbody>
</table>

### College of Education - [http://education.tamucc.edu](http://education.tamucc.edu)

<table>
<thead>
<tr>
<th>Name</th>
<th>Who they advise</th>
<th>Location</th>
<th>Phone number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debbie Bergman</td>
<td>All levels; last names A-E</td>
<td>Faculty Center, Rm. 201</td>
<td>361.825.5719</td>
<td><a href="mailto:Debbie.Bergman@tamucc.edu">Debbie.Bergman@tamucc.edu</a></td>
</tr>
<tr>
<td>Bill Coari</td>
<td>All levels; last names F-L</td>
<td>Faculty Center, Rm. 201</td>
<td>361.825.2432</td>
<td><a href="mailto:William.Coari@tamucc.edu">William.Coari@tamucc.edu</a></td>
</tr>
<tr>
<td>Barton Bailey</td>
<td>All levels; last names M-R</td>
<td>Faculty Center, Rm. 201</td>
<td>361.825.2968</td>
<td><a href="mailto:Barton.Bailey@tamucc.edu">Barton.Bailey@tamucc.edu</a></td>
</tr>
<tr>
<td>Alphee Strand</td>
<td>All levels; last names S-Z</td>
<td>Faculty Center, Rm. 201</td>
<td>361.825.2645</td>
<td><a href="mailto:Alphee.Strand@tamucc.edu">Alphee.Strand@tamucc.edu</a></td>
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</table>

### College of Liberal Arts - [http://cla.tamucc.edu](http://cla.tamucc.edu)

<table>
<thead>
<tr>
<th>Name</th>
<th>Who they advise</th>
<th>Location</th>
<th>Phone number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natasha Crawford</td>
<td>English (UG), History (UG), Spanish (UG)</td>
<td>Driftwood Building, Rm. 203A</td>
<td>361.825.3466</td>
<td><a href="mailto:Natasha.Crawford@tamucc.edu">Natasha.Crawford@tamucc.edu</a></td>
</tr>
<tr>
<td>Joy Dubose</td>
<td>Psychology (UG)</td>
<td>Driftwood Building, Rm. 204A</td>
<td>361.825.3466</td>
<td><a href="mailto:Madeline.Dubose@tamucc.edu">Madeline.Dubose@tamucc.edu</a></td>
</tr>
<tr>
<td>Larry Dubose</td>
<td>BAS Program</td>
<td>Bay Hall, Rm. 307</td>
<td>361.825.2700</td>
<td><a href="mailto:Larry.Dubose@tamucc.edu">Larry.Dubose@tamucc.edu</a></td>
</tr>
<tr>
<td>Debbie Kanipe</td>
<td>Art (UG), Communication (UG), Music, Theatre</td>
<td>Driftwood Building, Rm. 204E</td>
<td>361.825.3466</td>
<td><a href="mailto:Debbie.Kanipe@tamucc.edu">Debbie.Kanipe@tamucc.edu</a></td>
</tr>
<tr>
<td>Elizabeth Benson-Landau</td>
<td>Criminal Justice, Economics, Political Science, Sociology</td>
<td>Driftwood Building, Rm. 204E</td>
<td>361.825.3466</td>
<td><a href="mailto:Elizabeth.Benson-Landau@tamucc.edu">Elizabeth.Benson-Landau@tamucc.edu</a></td>
</tr>
<tr>
<td>Rachelle Stanley</td>
<td>All graduates</td>
<td>Driftwood Building, Rm. 203E</td>
<td>361.825.3466</td>
<td><a href="mailto:Rachelle.Stanley@tamucc.edu">Rachelle.Stanley@tamucc.edu</a></td>
</tr>
</tbody>
</table>

### College of Nursing & Health Sciences - [http://conhs.tamucc.edu](http://conhs.tamucc.edu)

<table>
<thead>
<tr>
<th>Name</th>
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<th>Location</th>
<th>Phone number</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td>Angelica Santillan</td>
<td>All undergraduates; last names A-L</td>
<td>Faculty Center, Rm. 163</td>
<td>361.825.2461</td>
<td><a href="mailto:Angelica.Santillan@tamucc.edu">Angelica.Santillan@tamucc.edu</a></td>
</tr>
<tr>
<td>Johanna Garcia-Dubose</td>
<td>All undergraduates; last names M-Z</td>
<td>Faculty Center, Rm. 165</td>
<td>361.825.3748</td>
<td><a href="mailto:Johanna.Garcia@tamucc.edu">Johanna.Garcia@tamucc.edu</a></td>
</tr>
<tr>
<td>Angela Huddleston</td>
<td>All graduates</td>
<td>Faculty Center, Rm. 166</td>
<td>361.825.5893</td>
<td><a href="mailto:Angela.Huddleston@tamucc.edu">Angela.Huddleston@tamucc.edu</a></td>
</tr>
<tr>
<td>Rita Rushing</td>
<td>All E-line students</td>
<td>Faculty Center, Rm. 167</td>
<td>361.825.3493</td>
<td><a href="mailto:Rita.Rushing@tamucc.edu">Rita.Rushing@tamucc.edu</a></td>
</tr>
</tbody>
</table>

- Advisor listings continued on the next page -
College of Science & Technology - [Website](http://sci.tamucc.edu)

<table>
<thead>
<tr>
<th>Name</th>
<th>Who they advise</th>
<th>Location</th>
<th>Phone number</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td>Vacant</td>
<td>Computer Science; all levels</td>
<td>Faculty Center, Rm. 169</td>
<td>361.825.5777</td>
<td>Vacant</td>
</tr>
<tr>
<td>Ronnie Emanuel</td>
<td>Biology (G), Biomedical Sciences (UG), Mariculture</td>
<td>Faculty Center, Rm. 171</td>
<td>361.825.5777</td>
<td><a href="mailto:Ronnie.Emanuel@tamucc.edu">Ronnie.Emanuel@tamucc.edu</a></td>
</tr>
<tr>
<td>Aaryn Gerland</td>
<td>Biology (UG)</td>
<td>Faculty Center, Rm. 173</td>
<td>361.825.5777</td>
<td><a href="mailto:Aaryn.Gerland@tamucc.edu">Aaryn.Gerland@tamucc.edu</a></td>
</tr>
<tr>
<td>Ida Olivarez</td>
<td>Engineering (all levels), Geographic Info. Sci., Mathematics (all levels)</td>
<td>Faculty Center, Rm. 168</td>
<td>361.825.5777</td>
<td><a href="mailto:Ida.Olivarez@tamucc.edu">Ida.Olivarez@tamucc.edu</a></td>
</tr>
<tr>
<td>Martha Simcik</td>
<td>Chemistry, Geology, Environ. Sci. (all levels), Coastal &amp; Marine System Sci.</td>
<td>Faculty Center, Rm. 170</td>
<td>361.825.5777</td>
<td><a href="mailto:Martha.Simcik@tamucc.edu">Martha.Simcik@tamucc.edu</a></td>
</tr>
</tbody>
</table>

Undecided/Undeclared Majors - [Website](http://aatc.tamucc.edu)

<table>
<thead>
<tr>
<th>Name</th>
<th>Who they advise</th>
<th>Location</th>
<th>Phone number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Hill</td>
<td>Undeclared majors</td>
<td>Student Services Center, Rm. 214</td>
<td>361.825.5931</td>
<td><a href="mailto:Patricia.Hill@tamucc.edu">Patricia.Hill@tamucc.edu</a></td>
</tr>
<tr>
<td>Jerilee Milligan</td>
<td>Undeclared majors</td>
<td>Student Services Center, Rm. 214</td>
<td>361.825.3069</td>
<td><a href="mailto:Jerilee.Milligan@tamucc.edu">Jerilee.Milligan@tamucc.edu</a></td>
</tr>
<tr>
<td>Kristopher Scheneman</td>
<td>Undeclared majors</td>
<td>Student Services Center, Rm. 214</td>
<td>361.825.2257</td>
<td><a href="mailto:Kris.Scheneman@tamucc.edu">Kris.Scheneman@tamucc.edu</a></td>
</tr>
</tbody>
</table>

International Students

<table>
<thead>
<tr>
<th>Name</th>
<th>Who they advise</th>
<th>Location</th>
<th>Phone number</th>
<th>E-mail</th>
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</thead>
<tbody>
<tr>
<td>Karin Griffith</td>
<td>International students</td>
<td>Student Services Center, Rm. 100</td>
<td>361.825.2258</td>
<td><a href="mailto:Karin.Griffith@tamucc.edu">Karin.Griffith@tamucc.edu</a></td>
</tr>
</tbody>
</table>

University Athletes

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Location</th>
<th>Phone number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Baker</td>
<td>Academic Coordinator</td>
<td>Classroom East, Rm. 216B</td>
<td>361.825.5573</td>
<td><a href="mailto:Jennifer.Baker@tamucc.edu">Jennifer.Baker@tamucc.edu</a></td>
</tr>
<tr>
<td>Scott Lazenby</td>
<td>Compliance Officer</td>
<td>Classroom East, Rm. 261D</td>
<td>361.825.5573</td>
<td><a href="mailto:Scott.Lazenby@tamucc.edu">Scott.Lazenby@tamucc.edu</a></td>
</tr>
</tbody>
</table>

▶ Plan your class schedule

Class schedules are posted online at [Website](http://banner.tamucc.edu/schedule) and are also accessible via the Registrar's website several weeks prior to registration. The schedule lists all courses being offered with a unique Course Reference Number (CRN), also known as a “call number”, which you must know in order to register for that course. The online course schedule is the most up-to-date reflection of course offerings and is updated immediately as changes are made. It will also indicate (in real-time) whether seats are available in each class.

Printed course schedules are made available in limited supply at the Office of the Registrar.

Not sure what a course is all about? Look up the course description!

Course descriptions are available in the University catalog. To access the Graduate and Undergraduate catalogs online, visit [Website](http://catalog.tamucc.edu). Printed versions of the catalog are also available at the Office of the Registrar.

Not sure what to register for?

Talk to your advisor, or refer to your degree plan or the University catalog to help you make decisions on what courses you should register to take.
Understanding the class schedule

Understanding the class schedule can be an ominous but necessary task when it comes to registration. Do not despair! We’ve made it easy to understand for you! Below is how a typical course listing will appear in the Class Schedule:

<table>
<thead>
<tr>
<th>Call Num (CRN)</th>
<th>Course</th>
<th>Type</th>
<th>Title</th>
<th>Notes</th>
<th>Avail (MAX) Seats</th>
<th>Date</th>
<th>Instructor</th>
<th>Time</th>
<th>Bldg</th>
<th>Hrs</th>
<th>Fees</th>
<th>Exam Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>21518</td>
<td>COMM-1315.001</td>
<td>LEC</td>
<td>PUBLIC SPEAKING</td>
<td>1. Recommended for non-majors, core curriculum course;</td>
<td>2 (24)</td>
<td>01/14-05/05</td>
<td>C. Spaniol</td>
<td>MWF 09:00-09:50 AM</td>
<td>BH-224</td>
<td>3</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>21519</td>
<td>COMM-1315.002</td>
<td>LEC</td>
<td>PUBLIC SPEAKING</td>
<td>1. Recommended for non-majors, core curriculum course;</td>
<td>41 (120)</td>
<td>01/14-05/05</td>
<td>C. Spaniol</td>
<td>MWF 12:00-12:50 PM</td>
<td>ST-104</td>
<td>3</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>21520</td>
<td>COMM-1315.003</td>
<td>LEC</td>
<td>PUBLIC SPEAKING</td>
<td>1. Recommended for non-majors, core curriculum course;</td>
<td>84 (120)</td>
<td>01/14-05/05</td>
<td>C. Spaniol</td>
<td>MWF 01:00-01:50 PM</td>
<td>ST-104</td>
<td>3</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>21521</td>
<td>COMM-1315.004</td>
<td>LEC</td>
<td>PUBLIC SPEAKING</td>
<td>1. Recommended for non-majors, core curriculum course;</td>
<td>0 (25)</td>
<td>01/14-05/05</td>
<td>V. Wheless</td>
<td>TR 11:00-12:15 PM</td>
<td>CCH-117</td>
<td>3</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

**Column 1: Call Number (CRN)**
This is the Course Reference Number (CRN), also known as the “call number”. A unique Call Number is assigned to each class being offered. When you register, you will enter this Call Number in the space provided.

**Column 2: Course**
Courses are abbreviated and identified by their course level with numbers. Abbreviations are typically four letters in length, and signify the course type. The first number following the course abbreviation identifies the course level. For example, COMM 1315 is a freshman level Communication course.
- 1000 - Freshman level course
- 2000 - Sophomore level course
- 3000 - Junior level course
- 4000 - Senior level course

The second number indicates the number of semester credit hours the course is worth. For example, COMM 1315 is worth 3 semester credit hours.

The numbers following the decimal (.) indicate the course section. There can be several sections of the same course offered each semester.

**Column 3: Type**
This column indicates the Course Type. The type of course can vary depending upon the meeting style of the class. The courses shown in this example are Lecture classes.

**Column 4: Title**
This column indicates the Course Title. This course is PUBLIC SPEAKING.

**Column 5: Notes**
Notes will alert you of any special conditions regarding this course, such as whom the course is recommended for, if it requires any pre/co-requisites or adjoining labs, and if other coursework is recommended in preparation for taking it. The course in this example has no pre/co-requisites, and is recommended for non-majors. It is also a core curriculum course.
**Column 6: Available (MAX) Seats**
Available (MAX) Seats indicates the number of seats available for students in particular class. The number inside the parenthesis ( ) indicates the maximum number of students that can register for the class before it closes, where the number outside of the parenthesis indicates the number of seats still remaining. When a course is close to meeting its capacity, the box will be shown in yellow (see example) to indicate seats are limited. Courses that have filled to capacity will be shown in red (see example) to indicate that there are no more seats available.

**Column 7: Date**
This column indicates the start and end date of the course. This course begins January 14th and ends May 5th.

**Column 8: Instructor**
This column gives the name of the instructor teaching the course. The instructors for the course sections shown in the example are C. Spaniol and V. Wheeless.

**Column 9: Time**
This column denotes the days and times the class meets. The classes shown in the example are offered on Monday, Wednesday, and Friday, or Tuesday and Thursday.

M - Monday
T - Tuesday
W - Wednesday
R - Thursday
F - Friday

**Column 10: Building**
This column lists what building and room number the class will meet in. The letters serve as acronyms for the buildings, while the numbers signify the room number in which the class will meet.

<table>
<thead>
<tr>
<th>Building Acronym</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>BH</td>
<td>Bay Hall</td>
</tr>
<tr>
<td>CA</td>
<td>Center for the Arts</td>
</tr>
<tr>
<td>CCH</td>
<td>Corpus Christi Hall</td>
</tr>
<tr>
<td>CE</td>
<td>Classroom East</td>
</tr>
<tr>
<td>CI</td>
<td>Center for Instruction</td>
</tr>
<tr>
<td>CS</td>
<td>Center for the Sciences</td>
</tr>
<tr>
<td>ECDC</td>
<td>Blanche Davis Moore Early Childhood Development Center</td>
</tr>
<tr>
<td>FC</td>
<td>Faculty Center</td>
</tr>
<tr>
<td>FH</td>
<td>Moody Sustainers Field House</td>
</tr>
<tr>
<td>GFWC</td>
<td>Glasscock Fitness and Wellness Center</td>
</tr>
<tr>
<td>HRI</td>
<td>Harte Research Institute</td>
</tr>
<tr>
<td>LIB</td>
<td>Mary and Jeff Bell Library</td>
</tr>
<tr>
<td>NRC</td>
<td>Carlos F. Truan Natural Resource Center</td>
</tr>
<tr>
<td>PAC</td>
<td>Performing Arts Center</td>
</tr>
<tr>
<td>SSC</td>
<td>Student Services Center (Round Building)</td>
</tr>
<tr>
<td>ST</td>
<td>Science and Technology Building</td>
</tr>
<tr>
<td>UC</td>
<td>University Center</td>
</tr>
</tbody>
</table>

**Column 11: Hours**
This column lists how many credit hours the course is. COMM 1315 is a 3-credit hour course.

**Column 12: Fees**
This column notes if there are any additional fees, outside of standard tuition and fees, appointed to this course.

**Column 13: Exam Date**
This column denotes the date on which the final exam will take place. In this example, that date is *To be announced* (TBA).
Find out when you can register

Class registration is made available according to your classification. Eligible students can register for the Summer 2009 semesters both online and in-person according to the following schedules:

### Summer I 2009

<table>
<thead>
<tr>
<th>Classification</th>
<th>Online and in-person:</th>
<th>Late registration (in-person only):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate (Doctoral)</td>
<td>April 6, 2009 – May 31, 2009</td>
<td>June 1, 2009 – June 2, 2009</td>
</tr>
<tr>
<td>Graduate (Master)</td>
<td>April 6, 2009 – May 31, 2009</td>
<td>June 1, 2009 – June 2, 2009</td>
</tr>
<tr>
<td>Post-Baccalaureate</td>
<td>April 7, 2009 – May 31, 2009</td>
<td>June 1, 2009 – June 2, 2009</td>
</tr>
<tr>
<td>Senior</td>
<td>April 7, 2009 – May 31, 2009</td>
<td>June 1, 2009 – June 2, 2009</td>
</tr>
<tr>
<td>Junior</td>
<td>April 8, 2009 – May 31, 2009</td>
<td>June 1, 2009 – June 2, 2009</td>
</tr>
<tr>
<td>Sophomore</td>
<td>April 9, 2009 – May 31, 2009</td>
<td>June 1, 2009 – June 2, 2009</td>
</tr>
<tr>
<td>Freshman</td>
<td>April 10, 2009 – May 31, 2009</td>
<td>June 1, 2009 – June 2, 2009</td>
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### Summer II 2009

<table>
<thead>
<tr>
<th>Classification</th>
<th>Online and in-person:</th>
<th>Late registration (in-person only):</th>
</tr>
</thead>
</table>

**How do I know how I am classified?**

Classification depends on the type of degree you are pursuing (Bachelor, Master, or Doctoral), and how many credit hours you have successfully completed towards your degree.

*Graduate students* are students who are pursuing a Master or Doctoral degree, while *undergraduate students* are students currently working towards their Bachelor degree.

If you are an undergraduate student, you will also consider the number of credit hours you have successfully completed to determine your current classification.

- Post-baccalaureate students have obtained a Bachelor’s degree, and are pursuing a second bachelor’s degree or certification. They can only register for undergraduate-level course work.
- Seniors are undergraduate students (still pursuing a degree) with 90+ credit hours.
- Juniors are undergraduate students with 60-89 credit hours.
- Sophomores are undergraduate students with 30-59 credit hours.
- Freshmen are undergraduate students with 1-29 credit hours.
Check for prerequisites & co-requisites, attached labs, etc.

Some courses require that you take other courses prior to registering for them, or that you take a certain course or courses in conjunction with them. You should also note if a course requires you to register for an attached lab, or if it is recommended for a particular major or to be taken in conjunction with other courses.

Example:

**BIOL 2401 – Anatomy and Physiology I**
1. Requires Registration in Lec/Lab/Rec
   *This means you must also register for an adjoining lab in conjunction with this course. Labs that can be taken with this course will also be noted in the Class Schedule.*
2. Not recommended for Biology or Biomedical Science majors
   *This course is not recommended for certain majors.*
3. CHEM 1311/1111 recommended
   *Concurrent registration or previous attendance in these courses is recommended.*
4. Prerequisite/Co-Requisite course required-SMTE0091 and Prerequisite course required-BIOL1406
   *You must have taken or must register to take SMTE0091 (a lab safety course) and have already taken BIOL 1406 in order to be eligible to register for/take this course.*

Course audits, overloads, and other special permission items

Course Audits
Auditing allows you to attend a class or classes without receiving credit for the course. Continuing or newly admitted students may audit courses if they are granted permission from both the course instructor and Dean of the College. Audits are not approved until the first day of classes for the term. Students may not change from credit to audit status or vice versa after the census date (12th class day during the long semester and 4th class day during the summer session).

To audit a course, you must:
1. Obtain a Course Audit Form from the Office of the Registrar and obtain the appropriate signatures.
2. Present the completed Course Audit Form at the time of registration.
3. Pay tuition and fees at the time of registration. Audit tuition and fees are nonrefundable. (Tuition and fees for audit courses are the same as credit courses.)

Senior citizens (age 65 and over) may audit on a space available basis, with all fees exempted up to 6 credit hours except for supplementary, field trip, or laboratory fees.

Course Overload
Special permission is required to take more than the maximum course load allotted to a student per semester or term. For more information, contact the Office of the Registrar at 361.825.7024.

Pass/ No Pass
Each upper-division student may take up to two academic courses (eight semester hours maximum) graded on a pass/no pass basis during a particular degree program. These courses (if passed) will count as part of the total needed to graduate, but will not enter into calculation of Grade Point Average. Designated general education requirements and specific courses required by the major/minor, including required foundation courses outside the discipline of the student's major, as approved by the college of the student's major, cannot be taken pass/no pass, unless so stated in the catalog. A course that has been recorded as P cannot be used as a component of general education requirements or of the major/minor field of study. Students will indicate to the Office of the Registrar their intention to take a course on a pass/no pass basis by submitting a Pass/No Pass Declaration Form before the census date. Once such a declaration is made, it cannot be changed on any account including a change of major or degree designation. The faculty member will not be informed that a student is taking the course on a pass/no pass basis. Pass/no pass grades are not used in graduate courses.
Registering for classes

Once registration opens, you can register for classes online via the S.A.I.L. Student Portal or in-person at the Office of the Registrar.

Registering online via S.A.I.L.

To register for classes online, login to the S.A.I.L. Student Portal at http://sail.tamucc.edu and follow the instructions given below:

1. Click the **Student** tab.
2. Click on the **Registration** link.
3. Click on **Add or Drop Classes** link.
4. Select the **Summer I 2009** or **Summer II 2009** term from the drop-down menu and click **Submit**.
5. In the spaces provided, enter the 5-digit Call Number (CRN) for each class you would like to add to your schedule. (NOTE: The Call Number (CRN) for each course is located in the Call Number (CRN) column of the class schedule.)
6. Once you have entered the Call Numbers for all courses you desire to take, click on **Submit Changes**.

Help! I'm not able to register!

If you are experiencing difficulty registering for classes, it could be due to any number of reasons:

1. You may be trying to register before you are eligible. Check the registration schedule posted in the **Before Registration** section for more information.
2. You may have a registration hold. Please see the **Before Registration** section for instructions on how to verify if you have any current holds on your student account that would prevent you from registering.
3. Your records may not be active for this term. If you took a lengthy hiatus from school, or are a candidate for graduation, you will need to re-apply for admission before you can register.
4. You may be trying to access S.A.I.L. after hours. The portal is available from 7 a.m. to midnight, except when down for maintenance. Be sure to check the S.A.I.L. login page for notices regarding its availability.
5. The class you are registering for is not available, or requires a prerequisite or special permit. Be sure to check the Class Schedule to verify that the course still has available seats and does not require any additional items (prerequisite, special labs, etc.) in order to register for it.

If you cannot register and are unable to determine a cause, please contact the Office of the Registrar at 361.825.7024. A representative with their department will be available to assist you Monday-Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 3:00 p.m. (except during University holidays).
► Register online or in-person
Eligible students can register for the Summer 2009 semesters both online and in-person according to the following schedules:

**Summer I 2009**

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Registration Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate (Doctoral)</td>
<td>Online and in-person: April 6, 2009 – May 31, 2009</td>
</tr>
<tr>
<td>Graduate (Master)</td>
<td>Online and in-person: April 6, 2009 – May 31, 2009</td>
</tr>
<tr>
<td>Post-Baccalaureate</td>
<td>Online and in-person: April 7, 2009 – May 31, 2009</td>
</tr>
<tr>
<td>Senior</td>
<td>Online and in-person: April 7, 2009 – May 31, 2009</td>
</tr>
<tr>
<td>Junior</td>
<td>Online and in-person: April 8, 2009 – May 31, 2009</td>
</tr>
<tr>
<td>Sophomore</td>
<td>Online and in-person: April 9, 2009 – May 31, 2009</td>
</tr>
<tr>
<td>Freshman</td>
<td>Online and in-person: April 10, 2009 – May 31, 2009</td>
</tr>
</tbody>
</table>

**Summer II 2009**

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Registration Dates</th>
</tr>
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<tbody>
<tr>
<td>Graduate (Doctoral)</td>
<td>Online and in-person: April 6, 2009 – July 5, 2009</td>
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<td>Online and in-person: April 6, 2009 – July 5, 2009</td>
</tr>
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<td>Online and in-person: April 10, 2009 – July 5, 2009</td>
</tr>
</tbody>
</table>

► Registering late
Students are encouraged to register at their earliest opportunity. However, students may late register in-person for Summer I 2009 at the Office of the Registrar from June 1, 2009 to June 2, 2009 and for Summer II 2009 from July 6, 2009 to July 7, 2009. A $25.00 late registration fee will be charged to anyone registering for the first time. Bills for tuition and fees will be available for payment in the Business Office in the Student Service Center immediately following your registration.
Pay your tuition
Tuition and fees for Maymester 2009 are due by close of business day on May 13, 2009, for Summer I 2009 on May 26, 2009, and for Summer II 2009 on June 30, 2009. If you register for classes on or after these dates, tuition and fees are due at the time of registration.

Bills will not be mailed. You can view your account balance and make payments online via the Bill Payment Suite accessible through S.A.I.L.

View your account balance/make payments using the Bill Payment Suite
To view your account balance or make payments to your account online, login to the S.A.I.L. Student Portal at http://sail.tamucc.edu and follow the instructions given below:

1. Click on the Student tab.
2. Click on the Student Account link.
3. Click on the Bill/Payment Suite link.

Payments can also be made directly to the Business Office. You may pay in person at the Business Office (located in the Student Services Center) or mail your payment to:

Texas A&M University-Corpus Christi
Business Office
6300 Ocean Drive, Unit 5765
Corpus Christi, Texas 78412-5765

Remember: Failure to pay by the deadline will result in automatic de-registration from all courses.

Installment Payment Plans
Installment payment plans are available only during the Fall and Spring semesters, and are not available for students during the summer semesters.

Payment by credit card
The University accepts MasterCard, American Express and Discover for payment of tuition and fees online ONLY through the Bill Payment Suite (on S.A.I.L.). Credit card payments are not accepted at the Business Office. Payments by credit cards will incur a service fee of 1.9% at the time of payment.

Financial aid
Financial assistance grants and scholarships will be reflected as authorized or memo aid on tuition/fee bills if you have been awarded and have accepted your aid package until January 6, 2009. Federal Student Loans listed on your bill may be reduced by 1% due to a bank fee before they are applied. You must accept the financial aid awards (on S.A.I.L.) and complete all necessary documentation before it can be applied to your account. First-year, first-time borrowers will receive loan funds approximately 30 days after classes begin. All loans are disbursed in at least two installments. If you are receiving loans for the Spring only, you will receive the second installment after the midpoint of the semester. If you have not been awarded a financial aid package and are in need of assistance, you are encouraged to apply for an Emergency Loan (see below).
Emergency Loans

Emergency loans for payment of tuition and fees or books are available for qualifying students. Eligibility requirements include:

- Maintenance of satisfactory academic progress
- Good credit history with the University
- A reliable means of repayment

All loan applications are subject to credit verification. Applications will not be processed from any student with an outstanding balance or a financial aid hold. A $25.00 non-refundable processing fee will be added to each loan at the time of application. All students applying for Emergency Loans must be registered and have completed an application and promissory note. All Emergency Loans are processed on first-come, first-served basis as long as funds are available.

Summer I 2009 applications for Emergency Tuition and Book Loans will be processed beginning May 12, 2009. Loans will be processed until funds have been exhausted and will be due June 23, 2009.

Summer II 2009 applications for Emergency Tuition and Book Loans will be processed beginning June 25, 2008. Loans will be processed until funds have been exhausted and will be due July 28, 2009.

Forms can be accessed at [http://www.tamucc.edu/~business](http://www.tamucc.edu/~business) (Under the Downloadable Forms Section).

Refunds from the Business Office

Following registration, all new students will receive a TAMU-CC HigherOne Easy Refund Card (MasterCard Debit Card) through the mail from HigherOne to the billing address they have currently on file with the University (changes to this address must be made prior to registering for classes). The card should arrive within 7-10 business days following class registration. This is not a credit card – DO NOT throw it away. This card will be used by you to regulate any monies refunded to you from the Business Office.

Once received, the card must be activated at [https://corpuschristi.higheroneaccount.com](https://corpuschristi.higheroneaccount.com). Upon activation, you must select one of the three refund delivery methods offered. These three options are:

1. Opening a HigherOne account - this method ensures that all monies refunded are received by you within 1 day of processing.
2. Direct deposit into a bank account of your choice - this method ensures that all monies refunded are received by you within 2-3 days of processing.
3. Paper check - this method ensures that all monies refunded are received by you within 5 or more days of processing.

PLEASE NOTE: If you do not activate your card HigherOne and indicate a refund delivery method, you will NOT receive your refund.

If you do not receive your Easy Refund Card, go to [https://corpuschristi.higheroneaccount.com](https://corpuschristi.higheroneaccount.com) and click on the Where's My Card link, or contact the Business Office at 361.825.2600. Individuals who have lost or need to replace their Easy Refund Card can do so for a small fee by contacting the Business Office.

Refund of Tuition and Fees

All classes for sessions different from the 5-week start dates could be subject to a different refund schedule. Please contact the Business Office or go to [http://www.tamucc.edu/~business](http://www.tamucc.edu/~business) and click on Important Dates.

1. A student dropping a course or courses yet remaining enrolled in the University for at least one course, may apply for a refund of applicable tuition and fees for Summer Session 5-week session as follows:

   a. Summer Session I 2009--100% refund prior to and including the 3rd Class Day. No refunds for dropping classes after June 3, 2009.
   b. Summer Session II 2009--100% refund prior to and including the 3rd Class Day. No refunds for dropping classes after July 8, 2009.

2. A student officially and completely withdrawing from the University during a Summer Session (5-week), may apply for a refund of applicable tuition and fees according to the following schedule:

   a. 100% refund prior to the University's First Class Day
   b. 80% refund during the University's First Class Day
   c. 50% refund during the University's Second Class Day
No refunds will be processed thereafter. See the semester calendar for specific dates. Please contact the Business Office or go to http://www.tamucc.edu/~business and click on Important Dates for sessions other than 5-week sessions or any questions regarding the above information.

An audit is performed at the conclusion of the withdrawal refund period to insure proper payment of tuition and fees. Refunds will be processed after the audit. Please allow two weeks for the audit to be completed and for refunds to be issued.

**Financial Obligations**

You are expected to pay all financial obligations to the University when they are due. Failure to pay such obligations may result in your removal from the University, exclusion from final exams, graduation, the release of transcripts, and/or further enrollment. Financial obligations include, but are not limited to:

- Returned checks
- Returned check charges
- Lost or damaged library book charges
- Library fines
- Loss or breakage of instructional material or equipment
- Emergency loans, tuition installment plans, and parking fines

All tuition and fee costs are due upon registration. Failure to pay may result in disenrollment from your classes. Your registration is not considered complete until the Business Office has received your payment. Regardless of the type of deferral, the ultimate financial responsibility rests with you.

The Business Office periodically performs audits on student accounts to verify that the proper amount of tuition and fees has been paid; this may result in additional charges or refunds.

**Returned Check Policy**

When individuals write checks that are not honored by the bank and are subsequently returned unpaid to the University, that individual will be notified. Within seven (7) days of receiving such a notification, the individual must pay the amount of the check, plus a returned check charge of $25.00 to:

Texas A&M University-Corpus Christi  
Business Office  
6300 Ocean Drive, Unit 5765  
Corpus Christi, Texas 78412-5765

This payment must be made in the form of cash, money order, or cashier's check. The University cannot accept a personal check for payment of a returned check. The payment may be made in person or by mail. Should a returned check not be paid within the time allotted, the individual will be subject to disciplinary action which may include removal from the University, legal action allowed by law, and payment of collection fees. If an individual has written three (3) checks to the University that have been returned unpaid by his or her banking institution for any reason, the University will no longer accept checks from that individual. Returned checks written for SandDollar$ accounts will result in the account being inactivated until the checks and the returned check charge are paid in full.

**Viewing your class schedule**

To view your class schedule online, login to the S.A.I.L. Student Portal at http://sail.tamucc.edu and follow the instructions given below:

1. Click the **Student** tab.
2. Click on the **Registration** link.
3. There are two schedule types available for online viewing. The **Week at a Glance** schedule will allow you to view your class schedule in a weekly calendar format. The **Student Detail Schedule** allows you to view your class schedule in a detailed text format.

**NOTE:** To view your schedule for various semesters, you must click the **Select Term** link and determine the appropriate semester before selecting the schedule you wish to view.
Adding and dropping courses

You can add or drop a class or classes from your schedule online or in person for Summer I 2009 through May 31, 2009, and for Summer II 2009 through July 5, 2009. After this date, courses can only be added/dropped in person at the Office of the Registrar.

Adding a course online via S.A.I.L.

To add a course to your class schedule online, login to the S.A.I.L. Student Portal at http://sail.tamucc.edu and follow the instructions given below:

1. Click the Student tab.
2. Click on the Registration link.
3. Click on Add or Drop Classes link.
4. Select the Summer I 2009 or Summer II 2009 term from the drop-down menu and click Submit.
5. In the spaces provided, enter the 5-digit Call Number (CRN) for the class you would like to add to your schedule. (NOTE: The Call Number (CRN) for each course is located in the Call Number (CRN) column of the class schedule.)
6. Once you have entered the Call Number for the class, click on Submit Changes.

Dropping a course online via S.A.I.L.

To drop a course from your class schedule online, login to the S.A.I.L. Student Portal at http://sail.tamucc.edu and follow the instructions given below:

1. Click the Student tab.
2. Click on the Registration link.
3. Click on Add or Drop Classes link.
4. Select the Summer I 2009 or Summer II 2009 term from the drop-down menu and click Submit.
5. Select Web Drop in the Action field next to the course you wish to drop from your schedule.
6. Click on Submit Changes.

NOTE: If no options are available to select from in the Action field, you cannot drop the class(es) from your schedule, and will need to contact the Office of the Registrar for further assistance.

If you are dropping all of your classes, please refer to the Withdrawing from the University section below.

Changing course sections is considered a change in registration and will require an Add/Drop action. The same is true for a change to or from Audit status, Pass/No Pass grading, or Credit/No Credit grading.

Adding/dropping a course in person (Registrar’s Office)

1. Obtain a Class Scheduling Form from the Office of the Registrar.
2. Complete the form in its entirety and secure the necessary signatures.
3. Submit the completed form and present a picture ID to the Office of the Registrar to process your schedule change request.
4. Retain the revised copy of your printed schedule/bill (presented at time of registration).
5. Proceed to the Business Office if you owe additional tuition and fees. If additional monies are not owed, please keep your revised schedule/bill as proof of your schedule change. If you owe additional tuition and fees, payment or payment arrangements must be made during the same business day at the Business Office.

The Six-Drop Rule

The State of Texas has enacted a statute that applies to students who enroll in public institutions of higher education as first-time freshmen in Fall 2007 or later. Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” Any course a student drops from their schedule after the census date is counted toward the six-course limit unless specifically identified as being exempt.

As an example, if the student drops all courses for a given semester or term, these courses are exempt from the six-course limit.
Withdrawing from the University

If you received any financial assistance, please contact the Office of Student Financial Assistance at 361.825.2338 to review any consequences you may experience for withdrawing from the University.

To withdraw from all of your classes, you will need to:

1. Obtain a Withdrawal Authorization Form from the Office of the Registrar.
2. Complete the form and obtain signatures from both the Financial Aid and Business Office.
3. Submit the signed Withdrawal Authorization Form to the Office of the Registrar for processing.
4. Retain the copy of the Withdrawal Authorization Form for your records.

Withdrawals become final at the end of the second business day after submission.

Please remember:

1. Withdrawal from the University does not release you from any financial obligations owed to the University.
2. Stopping payment on a check for tuition and fees, canceling a financial assistance award, 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 the University may result in financial penalties and delays with future enrollment at the University.

Withdrawal options for a student called to active military service include:

1. Refund of tuition and fees paid by the student for the semester in which the student withdraws;
2. Grant a student who is eligible under the University’s guidelines, an incomplete grade in all courses by designating “withdrawn-military” on the student’s transcript; or
3. Assign an appropriate final grade or credit to a student (as determined by the instructor) who has satisfactorily completed a substantial amount of coursework and has demonstrated a sufficient mastery of the course material.

Original deployment orders and military ID should be presented to the Office of the Registrar when a student withdraws due to active military duty.
THINGS TO KEEP IN MIND

Just a few other things you may want to keep in mind when registering for classes:

► Applying for Graduation
Candidates for graduation should go consult with their academic advisor to apply for graduation. Candidates for graduation must submit a completed Application for Graduation the semester prior to their graduation (by the last class day) in order to be considered.

Deadlines to apply for graduation
Candidates for Summer 2009 graduation must submit their application by close of business day May 5, 2009. Candidates for Fall 2009 graduation must submit their application by close of business day August 6, 2009.

The Application for Graduation is not transferable to another term. If you do not graduate, the application will be canceled and a new application must be submitted for the new graduation term. All academic and financial obligations to the University must be paid in full prior to graduation.

► Texas Residency
It is your responsibility to register under the proper residence status. If there is any question about your declared residency status (Texas resident or Non-resident) for purposes of tuition, it is your obligation to inquire prior to or at the time of enrollment for official determination to the Director of Admissions. For more information, please contact the Office of Admissions at 361.825.7024.