

## **Change of Address**

Procedures:

1. Students will login to My Web, enter student identification number and pin.
2. Student will select Personal Information menu and make change(s).
3. Address information is recorded from the web to Banner production.

## **Name Change**

Procedures:

The following ensures that students' desiring to change their name may do so legally:

1. Students submit form to the Office of the Registrar with legal documentation, i.e. birth certificate or court orders.
2. Changes are processed by the Office of the Registrar. The Name Change form is scanned to the student's permanent record.

## **Change in class Schedule**

Procedures:

The following ensures that a student changes to his/her class schedule (drop/add) is processed:

1. Student submits Change of Program or Drop form to the Academic Department to process during the period of initial course selection and the 12<sup>th</sup> class day for full terms and 4<sup>th</sup> class day for summer terms. Academic Advisor will process in Academic Department.
2. Drops processed after the 12<sup>th</sup> class day for full terms and 4<sup>th</sup> class day-drop forms are available upon request at the Customer Service Counter on the Second Floor of the Bell Building.
3. Drop form must be signed by the student and the Academic Advisor. Drop form is processed upon demand.
4. Drop forms are maintained in the Office of the Registrar for 5 years.

## Total Withdrawal

### Procedures:

The following ensure that a student's future standing with the University is met, as student has the right to officially withdraw:

1. Withdrawal forms are picked up at the Customer Service Counter located on the second floor of the Bell Building.
2. The form requires the signature of the Academic Department, the Comptroller (Student Accounting), Financial Aid and the Office of the Registrar.
3. The student returns the form to the Office of the Registrar for processing. Form is processed on SFAREGS. The student will receive a grade of "W".
4. A student may withdraw during the period of the initial course selection and the 12<sup>th</sup> class day of full terms and the 4<sup>th</sup> class day of summer terms and no grade will be recorded. (TX code)
5. After the twelfth or fourth class day, a student may drop a course without penalty at any time prior to the first Friday in November for the Fall semester and the first Friday in April for the Spring semester and the 15<sup>th</sup> class day of the summer terms. A grade of "W" will be recorded.(TW)
6. Students cannot totally withdraw from the University on the Web, they must obtain the withdrawal form from the Office of the Registrar and the form must be returned to the Office of the Registrar for processing. (Refer to current student catalog).
7. Students may withdraw from the University up to the last two weeks prior to the last class day, for reasons other than academic.
8. A student may withdraw from the University after this period of time for extenuating circumstances beyond their control with the approval of the Dean of Students and or The Provost with supporting documentation. The withdrawal is posted with a code of "AW" or "TW".

## **Administrative Changes**

### **Procedures:**

1. An Administrative Change may be processed in the Academic Departments during the first 12 days of a full term and the first 4 days in the summer terms. The students registration is updated on Banner. Forms will be submitted to the Office of the Registrar by a representative of the Academic department.
2. The Office of the Registrar will process all Administrative Change Forms submitted by Academic Departments for processing. Forms will be maintained for 5 years

## **Attendance "NAT" Never Attended**

### **Procedures:**

The following ensures that attendance at Texas Southern University is recorded.

1. Students that do not attend class during the first two weeks of the Fall and Spring semesters and the first four days of the Summer semesters will be reported to the Office of the Registrar by the Instructor of Record.
2. Students that are reported as "NAT" (never attended) will be dropped from the course(s). The Office of Financial Aid will be notified and your financial aid will be affected if you are a financial aid recipient. If you are not a financial aid recipient your student account will be affected.
3. Students reported in error must submit documentation from the Instructor of Record indicating that an error occurred in recording his/her attendance. The student will be reinstated to the course(s). The Office of Financial Aid will be notified of the reinstatement(s). Please contact your Financial Aid Counselor.
4. Students that are reinstated in error by the Instructor of Record can petition the Instructor of Record and must submit documentation stating that they were reinstated in error. Course(s) will be removed from student's registration.

## **60% Attendance**

Procedures:

Attendance will be reported at the 60% part of the Fall and Spring semester.

1. Instructors of Record will record attendance on the Web for each student that is no longer attending.
2. Instructors of Record will submit the names and TSU ID numbers of students that no longer attending to the Office of the Registrar.
3. Students that have been reported by all Instructors as ceasing to attend will be notified by mail that they have been totally withdrawn for the semester.

## **6 Course Drop Rule**

### **Procedures:**

1. The Drop form has been revised and states the policy on the 6 Course Drop Rule.
2. Students dropping courses are advised that each drop counts to the 6 Course Drop Rule.
3. Students that drop beyond the 6 courses receive the final grade earned and the grade is submitted on the web by the Instructor of Record.



## All F's

### Procedures:

1. Students that did not officially withdraw from the University and have been assigned the grade of "F" in all courses must acquire a letter from Instructors of Record if they did not attend class (es).
2. The Instructor of Record will submit letter(s) to the Office of the Registrar.
3. Upon receipt of the appropriate documentation the grade(s), if the student ***never attended***, the grades and attendance are removed.
4. The Office of Financial Aid and Student Accounting will be contacted by the Office of the Registrar for a record adjustment.

## Procedure for Filing the Undergraduate Application for Graduation

1. Obtain the Application for Graduation from the office of your Academic Department.
2. Complete the Application for Graduation and obtain the signatures of your Academic Advisor, Department Chairperson and Academic Dean. Complete the Exit Interview with the Office of Financial Aid and secure the signature of the appropriate Financial Aid Official.
3. Pay the appropriate Application Fee to Student Accounting located in the Basement of Bell Hall.

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| <b>Liberal Arts and Behavioral Sciences, Business, Education and Technology</b> | <b>\$11.50</b> |
| <b>College of Pharmacy and Health Sciences</b>                                  | <b>\$29.75</b> |
4. After all signatures are secured and fees are paid, submit the original Application for Graduation along with the following forms (if applicable) to the Office of the Registrar, one copy of the application to your Academic Department and retain one copy for and payment receipt for your personal files.
  - a. Official Blank Degree Plan
  - b. CAPP Compliance
  - c. Course Substitution Form
  - d. Out of Residency Permission Form
  - e. Declaration of Major and Minor Form
5. If your diploma is to be issued in a name other than the name that appears on your official record at Texas Southern University, a completed Request for Name Change Form along with the proper documentation must be submitted to the Office of the Registrar.
6. If you have attended any other universities or colleges while in attendance at Texas Southern University and you are requesting transfer credit, an official copy of all transcripts must be sent to the Office of the Registrar. However, if you are within your last 30 hours, written prior approval (Out of Residency Permission Form) must be on file in the Office of the Registrar before transfer credit will be given. An official unopened transcript can be hand delivered.
7. Request that an official copy of your academic record be sent to your Academic Advisor for review.
8. All candidates are expected to participate in the Commencement Exercise. However due to unforeseen circumstances, a candidate may upon written request and approval of the University Provost graduate in absentia.
9. Any candidate with an outstanding debt to the University will not be allowed to participate in the Commencement Exercise.
10. **Any candidate who has not satisfied all requirements for his/her prospective degree will not be allowed to participate in the commencement Exercise and must re-file his/her application.**
11. **All inquiries concerning graduation are channeled through the academic department. The Registrar's Office does not conference or counsel individual students.**
12. Purchase your graduation regalia from the University Bookstore, 1<sup>st</sup> floor, Sterling Student Life Center.