and over 462,000 microforms, are housed in a centrally located facility providing seating for over 1,000 patrons. To augment study, a number of closed study rooms and individual study carrels are provided on most floors. With the exception of the special collections, the entire library has an open stack arrangement.

The Robert James Terry Library is conveniently arranged with three major public-access service areas on the first floor: reference, circulation, and special collections. The fifth floor contains the business and economics collection. The Library has automated circulation, cataloging, acquisitions, and serial control systems. Online public-access catalog terminals are located on each floor and in the College of Pharmacy and Health Sciences Reading Room. Computer based bibliographic search services offer over 200 databases. CDROM access to databases is also provided to students.

The Library provides interlibrary loan via direct link with most major libraries in the U.S. using the computer and telecommunications facilities of the OCLC bibliographic utility. Tours of the Library can be arranged to cover areas from general orientation to in-depth bibliographic instruction in specific fields of study. The campus is being wired to include electronic access to library files.

Equipment has been added to comply with the Americans with Disabilities Act (ADA) requirements. Included are a closed circuit television system (CCTV) which can enlarge the size of printed material up to 60 times the original size and a Kurzweil reader which can scan printed material, convert the text to synthesized speech and read it aloud in seconds. On each floor of the Robert James Terry Library are tables which are designed to accommodate library users in wheelchairs. For users of computers, televisions, etc., there are screen enlargers available to enhance viewing. In the Reference Department, first floor, some reference materials are available in large print editions.

Finally, one of the unique features of the Library is its special collections housing the “treasures” of the University. These unique holdings provide a varied repository of collections with international significance. The collections include the Barbara Jordan Archives, the Traditional African Art Gallery, the Heartman Collection on African-American Life and Culture, and the University Archives.

FEES AND EXPENSES

Resident Status
Students enrolled at the University can be classified as resident, non-resident, or foreign. All students attending Texas Southern University who are non-residents of this state will be charged additional tuition in accordance with state law. The burden of registering under proper resident status is the responsibility of the student. Non-residents are persons residing in the state of Texas less than twelve (12) months immediately preceding their initial registration.

A request for a change of resident status for tuition purposes should be made as soon as the student has met the requirements for residency change, but no later than the 4th class day for a summer session or the 12th class day for a fall or spring semester. Changes made after the fourth/twelfth class day will apply only for future semesters. All required documents must accompany the Residency Application form, which is available in the Office of the Registrar on the second floor of Bell Hall.

The determination of resident classification for tuition purposes is governed by statutes enacted by the Texas Legislature and by rules and regulations promulgated by the Texas Higher Education Coordinating Board. These regulations may be reviewed in the Robert J. Terry University Library in the Reserved Area.

Required Residency Documentation
The Texas Higher Education Coordinating Board requires that Texas Southern University document each student’s residency. In order to apply for Texas residency status for tuition purposes, one must be either a U.S. citizen or permanent resident. The following documents indicating that the student has been living in the state of Texas for 12 continuous months prior to registration may be REQUIRED:

1. Proof of property ownership (copy of deed)
2. Permanent driver’s license (at least one year old)
3. Employer statement of date of employment (at least one year old)
4. Lease agreement which includes student’s name (at least one year old)
5. Utility bill showing both student’s name and address (at least one year old)
6. Combination of last two year’s income tax returns
7. Resident Alien card (if not a citizen of the United States)
8. Marriage license, birth records of child(ren)
9. Statements from parents or guardians who are residents of the state of Texas

Photocopies of the above items are required with the completed application. Students who do not provide required documentation will be charged out-of-state tuition.

If there is a question of a student’s legal resident status under state law and University rules, it is the duty of the student to obtain an opinion from the Student Resident Status Advisor prior to registration. Any attempt on the part of the non-resident to evade the non-resident fee will be taken seriously and may lead to expulsion.

Non-resident students are given official notice of their non-resident classification at the time of admission. A student who is classified as a non-resident but who pays the resident fee at any subsequent registration after he or she has been officially advised in writing of non-resident status will receive a penalty of loss of credit.

**Tuition and Associated Fees**

The University reserves the right to adjust fees without prior notice. Tuition and regular fees paid by all students enrolled for any semester hours have been listed and are available through the Office of the University Comptroller. In addition to these, estimates of special laboratory fees and the cost of books and supplies must be added to arrive at an approximate total amount needed at the time of registration.

All payments to the University should be made by cashier's check, money order, or personal check payable to Texas Southern University. Personal checks will not be accepted for any amount in excess of the total amount due for registration fees. Major credit cards are also accepted when payments are being made. Post-dated checks will not be accepted. There will be a $25.00 charge for checks returned for any reason. Temporary checks are unacceptable.

**Tuition.** In all colleges and schools of the University, except the Thurgood Marshall School of Law, each student who is a resident of the State of Texas is required to pay tuition at a rate of not less than $100.00 per semester or $50.00 for each six-week term. A non-resident or foreign student is required to pay tuition per semester hour. Information on specific rates may be secured from the Office of the University Comptroller.

**Designated Tuition.** The Building Use Fee, of a prorated amount per semester hour, is charged to all students. This fee is used to construct, equip, repair, and renovate buildings and facilities.

**Student Service Fee.** The Student Service Fee is used to support certain extracurricular activities, such as student publications, special cultural programs, the marching band, and the athletic program. This fee also provides for general health counseling, minor medication, and treatment in the Student Health Center. It does not include special medicines, dental care, treatment by specialists, or hospitalization. The amount of the fee depends on the number of credit hours for which the student is enrolled, and it is charged to all students enrolled at the University during a regular semester.

Students enrolled for 12 or more credit hours during both semesters of a school year are entitled to receive one copy of the University annual. Students enrolled full-time for only one semester may also receive the annual by paying an additional fee. This fee is nonrefundable.

**Student Center Fee.** The Student Center Fee is used for operating, maintaining, improving, and equipping the student center and acquiring or constructing additions to the student center. This fee is nonrefundable.

**Library Service Fee.** The Library Service Fee is used for operating, maintaining, improving, and equipping the Robert J. Terry Library and for providing library services to students. This fee is nonrefundable.

**International Education Fee.** The International Education Fee is used to assist students participating in international student exchange or study programs in accordance with guidelines jointly developed by the student governing body and administration. This fee is nonrefundable.

**Recreational Facility Fee.** The Recreational Facility Fee is used for constructing, operating, maintaining and equipping the recreational facility and program. This fee is nonrefundable.
Medical Services Fee. The Medical Services Fee is used for operating, maintaining, improving, and equipping the medical service facility, acquiring and constructing additions to the medical service facility, and providing medical services to students. This fee is nonrefundable.

Computer Services Fee. The Computer Services Fee is assessed per semester to all students enrolled at the University to help support the provision of computer services to students. This fee is nonrefundable.

Late Registration Fee. Texas Southern University conducts alphabetical registration according to students' last name. Students are required to report for registration at the time indicated by the class schedule for their specific alphabet. Failure to complete registration on the date specified, but before the absolute deadline, will result in a late fee assessment. This fee is nonrefundable.

Drop/Add Fee. A student making a course change or changes after payment of initial tuition and fees will be charged for each change. This fee is nonrefundable.

Installment Handling Fee. Tuition and fees during the fall and spring semesters may be paid by one of two options:

1. Full payment of tuition and fees before the twentieth day of class or
2. One-half payment of tuition and fees before the twentieth day of class, one-fourth by the start of the sixth week, and one-fourth by the start of the eleventh week.

Students electing to pay their tuition and fees on the installment plan will be assessed a handling fee of $52.00 for the three-payment plan. This fee is nonrefundable.

The Governing Board may assess and collect incidental fees from the students utilizing the payment alternative and from students delinquent in payments. Students are currently assessed a $10.00 fee for each delinquent payment.

A student who fails to make full payment or a first installment payment of tuition and fees, including any incidental fees, by the due date may be barred from classes until full payment is made. A student who fails to make full payment prior to the end of the semester may not receive credit for the work done that semester. University records may be adjusted to reflect the student's failure to enroll properly for that semester.

Late Payment Fee. A student who fails to pay tuition and fees by the posted deadline by either method listed above will be assessed a $104.00 late payment fee. This fee is nonrefundable.

Auditing Fee. Persons desiring to audit a course are required to register (with permission of the appropriate Dean and Department Faculty Chair) and must pay all fees required of regular students enrolled for the equivalent number of credit hours.

Laboratory Fees. Fees are assessed for studio and laboratory courses in the following academic disciplines: art, biology, chemistry, education, geology, human services and consumer sciences, music, pharmacy, human performance, physics, and technology. The respective departments should be contacted for specific amounts.

Readmission Fee. Students who are readmitted to the University are required to pay a readmission fee of $42.00 that is used for processing their applications. This fee is nonrefundable.

SEVIS International Fee. International students are required to pay an administration fee for University compliance with the federal student exchange system. This fee is nonrefundable.

Orientation Fee. First-time students are required to pay a fee for the orientation program and related activities. This fee is nonrefundable.

Transcript Fee. Copies of transcripts, both undergraduate and graduate, may be obtained for a fee. Students wishing to obtain copies of their transcripts must pay for the requested copies in the Bursar’s Office and obtain a “clearance” in the Comptroller’s Office before submitting their requests in the Office of the University Registrar. Transcripts will not be issued if persons initiating requests owe bills at the University.
Graduation Fees. Graduation fees are due and payable at the time of application for graduation. These fees include cap and gown rental. Invitations are optional and may be ordered through the University Bookstore prior to April 15. Caps and gowns are also ordered through the University Bookstore.

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Student Records (transcripts) will not be released under the following circumstances:
1. All student records are not on file in the University Registrar’s Office.
2. The requesting student has not cleared all bills (academic or financial).
3. The requesting student has not paid the transcript fee.

Health Insurance. The University provides minimal health care for students. All residence hall occupants are required to be covered by hospitalization insurance. For students without such coverage, a student hospital, medical, and surgical insurance policy is available through the Student Health Center.

Room and Board. Residence hall occupants will be required to sign a Housing-Food Service Contract for the entire academic year before being admitted to the facilities. The Housing-Food Services Contract is personal and may not be transferred or assigned to another person. Any violator will be subject to immediate disciplinary action. Room and Board Charges are assessed on an annual basis.

Parking Fee. Students who have need to park vehicles on the Campus must pay for parking decals to attach to their vehicles for designated student lots. This fee is assessed on a semester or term basis.

Other Fee(s). Other fees, not specified in this section, may be charged by colleges, schools, departments, or other offices at the University. Students will be apprised of these fees and their designated purposes at the time that they are incurred.

REGULATIONS GOVERNING REFUNDS

Dropped Courses
Any student who drops courses within the first twelve (12) days of a fall or spring semester or within the first four (4) days of a summer term and remains enrolled in the University will receive refunds applicable to tuition paid for those courses.

Withdrawals
Refunds for courses enrolled in during a fall or spring semester by a student who officially withdraws from the University are calculated according to the following percentage schedule:

- Prior to the first day: 100%
- During the first week of class: 80%
- During the second week of class: 70%
- During the third week of class: 50%
- During the fourth week of class: 25%
- After the fourth week of class: 0%

Refunds for courses enrolled in during a summer term by a student who officially withdraws from the University are calculated according to the following percentage schedule:

- Prior to the first day: 100%
- During the first, second, or third class day: 80%
- During the fourth, fifth, or sixth class day: 50%
- Seventh day of class and thereafter: 0%

Refunds are granted for those fees designated as “refundable”. The refundable fees assessed at registration are tuition and