

# *How do I...*

- ◆ Register for class
  - *First, you need to see your advisor to discuss classes you should take.*
  - *Then you will use the Blue & Gold Connection to look up classes and add them to your schedule.*
  
- ◆ Drop a course from my schedule?
  - *A Course may be dropped only with the permission of the student's major advisor. Students should see their academic advisor for dropping a course. A drop form may be picked up in the Office of the Registrar or with your academic advisor.*
  
- ◆ Withdraw from the University?
  - *If a student finds it necessary to withdraw from the university, the student must notify the Office of the Registrar in person and process a written withdrawal form. A student exempt from Senate Bill 1231 who is withdrawing (dropping all active courses) from the university prior to the automatic Q date (see that academic calendar for exact date) of the semester/term will receive an automatic grade of Q in each course being dropped at the time of the withdrawal. In the case of a student subject to Senate Bill 1231, a grade of QE will be awarded in each course. If the student is not passing a course at the time of the withdrawal, a grade of F or QF could be awarded.*
  
- ◆ Change my name, address, or social security number?
  - *To change their name, students must provide legal documentation to the Office of the Registrar.*
  - *Students must also notify the Office of the Registrar, Financial Aid, or the Business Office of an address change.*

- ◆ Change my major?
  - *Obtain a change of major form from your academic advisor or the Registrar's Office*
  - *Complete the form and submit to your academic advisor or the Registrar's office to be processed.*
  
- ◆ Get credit for AP courses?
  - *Entering freshman that have satisfactorily passed one or more of the Advanced Placement Examinations of the College Entrance Examination Board are eligible for university credit in appropriate courses.*
  - *Examination scores and requests for credit should be directed to the Office of Admissions.*
  
- ◆ Register for a closed course?
  - *Students should talk to the course instructor about the possibility of registering for the class.*
  
- ◆ Pay my tuition and fees?
  - *Students may pay for classes with a MasterCard or Visa over the web (Blue & Gold Connection) or with cash, check, credit card, or money order at the Business Office.*
  
- ◆ How do I set up a payment plan?
  - *Contact the Business Office. 361.593.3818*
  - *Via Money Connect on your Blue & Gold connection*
  
- ◆ Get a work-study position?
  - *Students must have completed the FAFSA to qualify for work-study.*
  - *Students must have been awarded and accepted the work-study award before*  
*Interviewing for a position.*
  - *Jobs are posted on Financial Aid website.*

- ◆ Get an on-campus job?
  - *Students should visit the Career Services, talk to Faculty, watch for job announcements, and visit the Financial Aid website.*
  
- ◆ Choose my courses for next semester?
  - *You will choose courses next semester with the assistance of your advisor. Please make an appointment to see your academic advisor before the end of each semester.*
  
- ◆ Substitute a course?
  - *Talk to your advisor about the possibility of substituting courses.*
  - *A form must be filled out and the substitution must be approved by the faculty advisor, department chair, and dean prior to enrolling in the course.*
  
- ◆ Transfer credits from another school?
  - *Official transcripts from any other school attended should be sent to TAMUK.*
  - *Official transcripts from a community college will be transferred in as lower division credit only. Transfer coursework grade point average is brought in as CREDIT ONLY. Transfer grades cannot be used to raise the grade point average at this university.*
  
- ◆ Add a course to my schedule?
  - *Courses may be added from the opening of registration until the end of the first week of classes. After the first week, you must have permission from the instructor, advisor, and the dean to add a course. All registration will be closed 12 days into the semester. Please see the University calendar for exact dates.*
  
- ◆ Receive permission to take more than 18 hours (or more than 6 hours per summer session)?
  - *An overload request form can be obtained from our college website. After obtaining your advisor, department chair, and dean's signatures, the form must be submitted to the Registrar's office.*