FALL 2009
Class Schedule
Islanders Start Here: Set up Your Student ID and E-Mail

GETTING YOUR STUDENT ID
In order to protect the privacy and security of Texas A&M University-Corpus Christi students, our University provides all students with a unique, assigned identification number. This number will serve as your universal student ID during the course of your attendance at TAMU-CC, and will be used to verify your identity in lieu of your Social Security number.

To obtain your Student ID (also sometimes called your Banner ID, as this is the name of the system that generates and stores this ID) you can do either of the following:

Go online: Our University has a secure site that can be accessed via the SAIL student portal at http://sail.tamucc.edu. This secure link is located in the left-hand column of the SAIL home page and can be accessed by clicking the My Student Banner ID link. Once clicked, you will be prompted to enter your Social Security number and your PIN (see Getting Your PIN below for more information).

Contact the Registrar’s Office: You can contact the Registrar by phone or visit in person to obtain your Student ID. Simply call 361.825.7024, or stop by their offices, located on the first floor of the Student Services Center (also known as the Round Building).

Be sure to memorize your Student ID and/or store it in a safe, secure location.

GETTING YOUR PIN
As a new student, your personal identification number (PIN) is auto-set to your date of birth in the format of MMDDYY.

If you have any problems obtaining your Student ID and/or PIN, please contact the Registrar’s Office by phone at 361.825.7024.

ACCESSING YOUR ISLANDER E-MAIL ACCOUNT
Your Islander student e-mail address will serve as a critical component of our University’s ability to communicate with you. Via this e-mail address, you will receive official University correspondence, billing notifications, and emergency announcements (in case of a campus emergency).

ACTIVATING YOUR ACCOUNT
2. Select Islander Student E-mail. Scroll down and enter your Student ID and your birth date in the format of MMDDYYYY. Click Submit.
3. Congratulations! You have now activated your Islander student e-mail account. You will be provided with your e-mail UserID and password. You may print or write down this information, as you will need both to log in to your e-mail account.

Please allow 3-5 minutes to pass before proceeding to the next step. This will allow the e-mail server time to complete your request.

LOGGING INTO YOUR ACCOUNT
4. Go to http://islander.tamucc.edu/mail to log in to your Islander student e-mail account.
5. In the Name field, enter the UserID you were given when you activated your e-mail account. In the Password field, enter the e-mail password you were given. Click Submit.
6. Congratulations! You have now logged into your Islander e-mail account!

From here, you may check your e-mail messages and edit your current e-mail settings. To learn more, see our complete Islander e-mail user guide at http://islander.tamucc.edu/islander-email.pdf.

Your password will expire at the end of every semester. You may reset your password using Steps 1-3 above. Aside from password expiration, you will be able to use your Islander e-mail account during the entire course of your attendance, as well as up to five years after your last term of enrollment.

Having problems with your Islander e-mail account? Contact our Student Computer Help Desk by phone at 361.825.5618.
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# Campus Directory

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FALL 2009 SEMESTER CALENDAR

April 06-August 25  SAIL REGISTRATION FOR FALL 2009-Monday through Friday, 7:00 A.M. to 11:55 P.M. (See SAIL Registration section for instructions.)

BILLs will not be mailed to students. You may view bills on SAIL. Payment is due August 18 by end of business day.

For first year student orientation and transfer transition workshop information please visit our web site at http://orientation.tamucc.edu.

August 06  DEADLINE TO APPLY FOR FALL 2009 GRADUATION

August 11  EMERGENCY LOANS available for Fall 2009. Student must be registered before applying. Funds are limited. Loans are issued on a first-come, first-served basis.

August 18  PAYMENT DUE FOR FALL 2009 TUITION AND FEES. Payment due by end of business day. Payments may be made online, dropped in the lock box, located at the front entrance to the Student Services Center, or paid in person at the Business Office, in the Student Services Center. If mailed, payment must be received by this date. Failure to pay fees by the deadline may result in automatic cancellation of your courses. Starting this date, payment is due at the time of registration. Accounts that are not paid by the due date will be assessed a $50.00 late payment fee. If your schedule is canceled for non-payment to be reinstated an appeal must be submitted and if approved there will be a $100 reinstatement fee due.

August 19  DE-REGISTRATION for failure to make payment or payment arrangements with the Business Office

August 24  FACULTY MEETING

August 25  LAST DAY TO WITHDRAW FROM ALL CLASSES for Fall 2009 and receive a 100% refund of tuition and fees-Office of the University Registrar, Student Services Center, during regular business hours (see refund section).***

August 26  CLASSES BEGIN
ON SITE LATE REGISTRATION ($25.00 late registration fee) begins and ADD/DROP continues in the Registrar’s Office. Payment is due at the Business Office upon registration. Accounts that are not paid by the end of the day will be assessed a $50 late payment fee. If your schedule is canceled for non-payment to be reinstated an appeal must be submitted and if approved, there will be a $100 reinstatement fee due.

FIRST DAY to receive 100% refund under University Bookstore Book Return Policy.

September 01  LAST DAY to receive 80% refund for complete withdrawal***

September 02  LAST DAY TO LATE REGISTER or ADD A CLASS
LAST DAY to receive 100% refund under University Bookstore Book Return

September 07  LABOR DAY HOLIDAY--Campus Closed

September 09  LAST DAY to receive 70% refund for complete withdrawal***

September 11  12TH CLASS DAY (Census Date)
LAST DAY to drop a course without record entry
LAST DAY to drop a course(s) while remaining in other courses and receive 100% refund

September 16  LAST DAY to receive 50% refund for complete withdrawal***

September 22  INSTALLMENT PAYMENT DUE-Second payment due for the 4 Payment Plan by close of business day to avoid a $25.00 late fee.

September 23  LAST DAY to receive 25% refund for complete withdrawal***
No refunds for complete withdrawal after this date.

September 27
INSTANTMENT PAYMENT DUE-Second payment due for the 3 Payment Plan by close of business day to avoid a $25.00 late fee.

October 13
INSTANTMENT PAYMENT IS DUE-Third payment due for the 4 Payment Plan by close of business day to avoid a $25.00 late fee.

October 27
INSTANTMENT PAYMENT DUE-Third/Final payment due for the 3 Payment Plan by close of business day to avoid a $25.00 fee.

November 03
EMERGENCY LOAN payments are due by the end of the business day. Late payments will be assessed a $25.00 fee per loan.
INSTANTMENT PAYMENT DUE-Fourth/Final payment due for the 4 Payment Plan by close of business day to avoid a $25.00 late fee.

November 06
LAST DAY TO DROP A COURSE for the semester with an automatic grade of “W”. The grade of “W” will be assigned to any student officially dropping a course. No student is eligible to receive a “W” without completing the official drop process by this deadline. After this date, a student will not be allowed to drop a course.

November 26-27
THANKSGIVING HOLIDAYS--Campus Closed

December 07
LAST DAY TO WITHDRAW for the semester. The grade of “W” will be assigned to all courses in progress for any student officially withdrawing from the university. A student who wishes to withdraw from the University must complete a Withdrawal Authorization Form in the Office of Admissions and Records by this deadline.

December 08
FINAL EXAMINATIONS

December 19
FALL 2009 COMMENCEMENT—AMERICAN BANK CENTER ARENA (Saturday)

Regular Business Hours for Student Services Center—8:00 A.M. - 7:00 P.M. Mon-Thu; 8:00 A.M. - 3:00 P.M. Friday. (Hours subject to change.) The Business Office has an after-hours payment lock box available to the right of the front entrance door of the Student Services Center.

*** If you are receiving financial aid, please contact the Financial Assistance Office BEFORE withdrawing.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Texas A&M University-Corpus Christi complies with the Family Education Rights and Privacy Act of 1974 (FERPA) and with the Texas Public Information Act. FERPA is a federal law that is intended to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading information through informal or formal hearings.

The University maintains two types of student educational records: directory information and student records. Directory information is considered public information and will be released by the University upon request, in accordance with existing law. This public information includes: home address, local address, local telephone number, classification (Jr., Sr., etc.), citizenship, major, dates of attendance, full or part-time attendance, degree (if any), date of graduation, and other similar information.

If you have any questions, please contact the Office of the University Registrar at (361) 825-7024 or 1-800-4TAMUCC (1-800-482-6822).

GRADUATION APPLICATION

Candidates for graduation should make an appointment with their academic advisor to apply for graduation.

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

GRADUATION APPLICATION DEADLINES:
Deadline to apply for December (Fall term) 2009 graduation is August 6, 2009.
Deadline to apply for May (Spring term) 2010 graduation is December 8, 2009.

OFFICE OF ADMISSIONS

Students seeking undergraduate admission to Texas A&M University-Corpus Christi must apply through the Office of Admissions. All correspondence should be addressed to the Office of Admissions, Texas A&M University-Corpus Christi, 6300 Ocean Drive, Unit 5774, Corpus Christi, Texas 78412. Each applicant is responsible for ensuring that all required admissions supporting documentation is submitted officially to the Office of Admissions in accordance with specific requirements published in the University Catalog. The regular admission deadline for Fall 2009 is August 15, 2009. For further information, please call the Office of Admissions at (361) 825-7024 or 1-800 4TAMUCC (1-800-482-6822).

Students seeking graduate admission to Texas A&M University-Corpus Christi, must contact the Office of Graduate Studies and Research in the Natural Resources Center or call (361) 825-2177.

RETURNING TEXAS A&M UNIVERSITY-CORPUS CHRISTI STUDENTS

The following guidelines for returning students apply:
1. Students who have not been enrolled at the University for the past year must reapply for admission.
2. Former students who have completed a degree, or students who have just graduated from Texas A&M University-Corpus Christi and want to re-enroll, must reapply for admission.
3. Students seeking to change their majors must contact the Office of the University Registrar or the Academic Advisor for the new major.

TEXAS RESIDENCY STATUS

It is the responsibility of the student to register under the proper residence status. If there is any question about the residency status the student has declared (Texas resident or Non-resident) for purposes of tuition, it is the obligation of the student to inquire prior to or at the time of enrollment, for official determination by the Director of Admissions. Application for reclassification of residency status must be submitted at the time of registration. Changes effective for the current semester will not be processed after the Census Date.

TESTING

The Texas Success Initiative is a state-legislated program that requires students to be assessed in reading, writing, and math skills prior to enrolling in a Texas public institution and to be advised based on that assessment. The Texas Higher Education Coordinating Board (THECB) has approved the ASSET, COMPASS, ACCUPLACER and the THEA as acceptable assessment instruments for entering students. Texas A&M University-Corpus Christi administers only the THEA and COMPASS, but accepts scores from any of the alternative assessments. If you are an undergraduate student in a public community college or university in Texas, you are required to take the test unless you qualify for an exemption. *Students transferring from an out-of-state or private university, regardless of their undergraduate classification, are also subject to this requirement.

If you fail one or more portions of the THEA and have 60 or more cumulative college level hours in the current semester, you may not be permitted to enroll in any senior level courses (4000 level) until you pass the developmental program. You must enroll in appropriate developmental classes. Placement and participation in developmental education is determined on an individual basis for students by the Center for Academic Student Achievement. Students may contact an Intervention Specialist at 825-2977 or go by their office (Library 218 A-1). Students may retest to meet the TSI standard. Institutions may consider performance in developmental education, performance in college-level courses, and performance on an assessment instrument in determining college readiness.

*For questions regarding TSI exemptions, please contact the Office of Academic Testing at (361) 825-2334 or visit with us in the Student Services Center Room 210.
### FINANCIAL AID ADVISORS

For appointments call 825-2338

<table>
<thead>
<tr>
<th>ADVISOR NAME</th>
<th>STUDENT LAST NAME</th>
<th>FA PROGRAM</th>
<th>ROOM #</th>
<th>EXTENSION 361-825-XXXX</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cecilia DeLaGarza</td>
<td>A – E</td>
<td>Athletics- State Grants</td>
<td>SSC 119</td>
<td>3451</td>
<td><a href="mailto:Cecilia.delagarza@tamucc.edu">Cecilia.delagarza@tamucc.edu</a></td>
</tr>
<tr>
<td>Tamara Cohen</td>
<td>F – J</td>
<td>Work-Study</td>
<td>SSC 117</td>
<td>2752</td>
<td><a href="mailto:Tamara.Cohen@tamucc.edu">Tamara.Cohen@tamucc.edu</a></td>
</tr>
<tr>
<td>Elsa Garcia</td>
<td>K – N</td>
<td>Student Loans – Perkins</td>
<td>SSC 114</td>
<td>5836</td>
<td><a href="mailto:Elsa.garcia@tamucc.edu">Elsa.garcia@tamucc.edu</a></td>
</tr>
<tr>
<td>Penny Long</td>
<td>O – R</td>
<td>Veterans, CAL, B-on-Time</td>
<td>SSC 115</td>
<td>5621</td>
<td><a href="mailto:Penny.long@tamucc.edu">Penny.long@tamucc.edu</a></td>
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<tr>
<td>Rita Perez</td>
<td>S – Z</td>
<td>Pell Grant, ACG, SMART</td>
<td>SSC 116</td>
<td>2330</td>
<td><a href="mailto:Rita.perez@tamucc.edu">Rita.perez@tamucc.edu</a></td>
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<tr>
<td>Bradley Moore</td>
<td></td>
<td>Outreach Advisor</td>
<td>SSC 205</td>
<td>5622</td>
<td><a href="mailto:Bradley.moore@tamucc.edu">Bradley.moore@tamucc.edu</a></td>
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<tr>
<td>Estella Vasquez</td>
<td></td>
<td>Loan Coordinator</td>
<td>SSC 113</td>
<td>2759</td>
<td><a href="mailto:Estella.vasquez@tamucc.edu">Estella.vasquez@tamucc.edu</a></td>
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<tr>
<td>Belinda Suarez</td>
<td></td>
<td>Loan Specialist II</td>
<td>SSC 113</td>
<td>5912</td>
<td><a href="mailto:Belinda.suarez@tamucc.edu">Belinda.suarez@tamucc.edu</a></td>
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### HOW TO MAINTAIN IN ELIGIBILITY

In order to maintain your eligibility to receive financial aid, students must meet the following requirement:

- Be a degree seeking student
- Meet Satisfactory Academic Progress (SAP)
- Be enrolled at least half-time (6 hours per semester)

Scholarships and Financial Aid monitors a student’s SAP at the end of the spring semester and at the end of the summer.

Students that do not meet the requirements for SAP have the right to appeal and provide information about extenuating circumstances that may have hindered their progress. Appeals are reviewed on a case-by-case basis.
COMPLETING AN AWARD FOR A STAFFORD LOAN VIA TG LOANS BY WEB™

Keep in mind:

- You can only receive a loan by completing an application through TG Loans By Web. If you do not have access to a computer with an Internet connection, contact your school’s financial aid office or TG. Refer to the contact information below.
- If this is your first Stafford student loan, you have to complete an entrance loan counseling session online or in person.
- Be prepared to provide the name, address, and phone number of two references.
- Provide a valid e-mail address, to ensure the prompt delivery of your loan information.
- Download Adobe Acrobat to print your Master Promissory Note (MPN), the Borrower’s Rights and Responsibilities and Addendum. You can download the program for free at www.adobe.com.
- You have the option to electronically sign (E-Sign) a Master Promissory Note (MPN) with certain lenders. To do so, obtain a Department of Education personal identification number, or PIN, at www.pin.ed.gov.
- Do not send signed MPNs to your school. Your school is notified of your loan electronically.
- Understand that TG communicates important loan processing information via e-mail. Promptly read and act upon e-mails from TG (Texas Guaranteed) and TG Customer Assistance -- cust.assist@tgslc.org.

Instructions

2. Select the appropriate radio button: I am an Undergraduate Student Borrower" or “I am a Graduate Student Borrower.
3. Log in using your Social Security Number and Date of Birth.
4. Entrance loan counseling: If this is your first Stafford student loan, you may be prompted to complete online entrance loan counseling. To do so, click Entrance Counseling. When you complete counseling, write down the confirmation number for future reference. Follow the prompts on the screen, and then continue with the TG Loans By Web process.
5. On the Main Menu, select Complete a loan award. Select an award under Option 1.
6. Update your Personal Information.
7. Enter information for your References, including addresses and phone numbers.
8. Select your Lender. Your school provides the list of preferred lenders. Lenders that accept electronic signatures for loans are designated with an asterisk (*).
9. Review your Loan Award Information. Fill in the necessary fields. Click Previous to make changes to the other screens.
10. Select whether you want to “Print the application packet on your local printer or E-Sign,” OR have “TG mail the application packet to you”. Click Submit.
11. Verify the information on the Submit… screen. Click Guarantee to submit the award.
12. Follow the instructions on the Results… screen. If you selected an E-Sign lender, click on the link(s) provided, to sign your Master Promissory Note (MPN).
13. If you did not E-Sign for the loan, sign, date, and mail one copy of your printed MPN—including in your application packet—to your lender. Your lender will not distribute your loan funds until it receives your signed MPN. If you already signed a MPN for this lender you may not have to sign another note.
14. If you have another award to complete, click Back or Main Menu. If not, Logout.

Contact Information

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<tr>
<th>TG</th>
<th>Texas A&amp;M University-Corpus Christi</th>
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<tbody>
<tr>
<td>P.O. Box 83100</td>
<td>Office of Student Financial Assistance</td>
</tr>
<tr>
<td>Round Rock, Texas 78683-3100</td>
<td>6300 Ocean Drive, Unit 5772</td>
</tr>
<tr>
<td>Phone: .1800.845.6267</td>
<td>Corpus Christi TX 78412-5772</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:cust.assist@tgslc.org">cust.assist@tgslc.org</a></td>
<td>Phone: 361.825.2338</td>
</tr>
<tr>
<td>NAME</td>
<td>MAJORS/MINORS</td>
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<tr>
<td><strong>ACADEMIC ADVISING &amp; RELATED ACADEMIC SUPPORT STAFF</strong></td>
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<td>Hill, Patricia</td>
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<td>Milligan, Jerilee</td>
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<td>Polansky, Sharon</td>
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<td><strong>COLLEGE OF EDUCATION</strong></td>
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<tr>
<td>Bergman, Debbie</td>
<td>All Levels: A-E</td>
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<tr>
<td>Coari, Bill</td>
<td>All Levels: F-L</td>
</tr>
<tr>
<td>Bailey, Barton</td>
<td>All Levels: M-R</td>
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<tr>
<td>Strand, Alphee</td>
<td>All Levels: S-Z</td>
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<tr>
<td>Ramirez, Gilda</td>
<td>Dir, Student Services and Finances</td>
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<tr>
<td><strong>COLLEGE OF LIBERAL ARTS</strong></td>
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<tr>
<td>Crawford, Natasha</td>
<td>ENGL, HIST, and SPAN</td>
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<tr>
<td>Dubose, Joy</td>
<td>PSYC</td>
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<tr>
<td>Kanipe, Debbie</td>
<td>ART, COMM, MUSI, and THEA</td>
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<tr>
<td>Benson-Landau, Elizabeth</td>
<td>CRIJ, ECON, POLS, and SOCI</td>
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<tr>
<td>Dubose, Larry</td>
<td>BAS Program</td>
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<td>Stanley, Rachelle</td>
<td>Graduate Programs</td>
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<tr>
<td><strong>COLLEGE OF NURSING &amp; HEALTH SCIENCES</strong></td>
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<tr>
<td>Santillan, Angelica</td>
<td>NURS and HLSC A-L</td>
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<tr>
<td>Garcia-Dubose, Johanna</td>
<td>NURS and HLSC M-Z</td>
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<td>Rushing, Rita</td>
<td>NURS E-LINE</td>
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<td>Huddleston, Angela</td>
<td>NURS-Masters</td>
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<tr>
<td><strong>COLLEGE OF SCIENCE &amp; TECHNOLOGY</strong></td>
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<tr>
<td>Simcik, Martha</td>
<td>CHEM, GEOL, ESCI, MS-ESCI, and PhD-CMSS</td>
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<td>Bayarena, Olivia</td>
<td>COSC, and MS-COSC</td>
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<td>Emanuel, Ronnie</td>
<td>BIMS, MS-MARI, and MS-BIOL</td>
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<tr>
<td>Olivarez, Ida</td>
<td>ENTC, GISC, MATH, MS-MATH, and MS-GSEN</td>
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<tr>
<td>Gerland, Aaryn</td>
<td>BIOL</td>
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</table>
SAIL WEB REGISTRATION INSTRUCTION

Registration takes place in two phases: SAIL Web Registration, and On Site Late Registration. Students are encouraged to use SAIL registration whenever possible.

WHO CAN USE SAIL? The system is open to students without THEA holds, continuing students in good academic standing, and students without registration restriction holds.

WHEN IS IT AVAILABLE? SAIL is available Monday through Friday and most weekends from 7:00 A.M. to 11:55 P.M.

Priority Access Schedule: Access to SAIL is by student classification as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Begins</th>
<th>Ends</th>
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</thead>
<tbody>
<tr>
<td>GD Graduate Doctoral</td>
<td>April 06 - Aug. 25</td>
<td></td>
</tr>
<tr>
<td>GM Graduate Masters</td>
<td>April 06 - Aug. 25</td>
<td></td>
</tr>
<tr>
<td>PB Post Baccalaureate</td>
<td>April 07 - Aug. 25</td>
<td></td>
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<tr>
<td>SR Senior</td>
<td>April 07 - Aug. 25</td>
<td></td>
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<tr>
<td>JR Junior</td>
<td>April 08 - Aug. 25</td>
<td></td>
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<tr>
<td>SO Sophomore</td>
<td>April 09 - Aug. 25</td>
<td></td>
</tr>
<tr>
<td>FR First Year Students</td>
<td>April 10 - Aug. 25</td>
<td></td>
</tr>
</tbody>
</table>

WHAT IF SAIL REGISTRATION TELLS YOU THAT YOU ARE NOT ELIGIBLE TO REGISTER?

1. Check SAIL to see if you have attempted registration before your classification start date.
2. You may have a registration hold.
3. Your records may not be active for this term.
4. You may be calling at a time when SAIL is not available (after hours).
5. If you are a candidate for graduation, you will need to reapply before you can register.

Call (361) 825-7024 for information and assistance. This help is available Monday through Thursday 8:00 A.M to 7:00 P.M. and Friday 8:00 A.M. to 3:00 P.M. (Hours are subject to change.)

**MEETING DAYS KEY**

M = MONDAY           T = TUESDAY              W = WEDNESDAY       R = THURSDAY        F = FRIDAY
S = SATURDAY         U = SUNDAY

(Ex: TR = MEANS THE CLASS MEETS TUESDAYS AND THURSDAYS)

SAIL WEB REGISTRATION INSTRUCTIONS

If you have a computer with internet access, you may register via the SAIL website:

STEP 1. Log on to: http://sail.tamucc.edu
STEP 2. Click on: Login to Student Services
STEP 3. Enter your student ID (Banner ID). Press the tab key and enter your PIN# (Date of birth including leading zero. For example, if your birth date is June 3, 1971, your PIN# would be 060371.) Click on Log in.

At the Student Services Main Menu:
1. Select Student
2. Select Registration

At the Registration menu:
1. Select DROP/ADD Classes
2. Select the TERM (Fall 2009) and click on Submit
3. Add the courses by entering the Course(s) CRN (Course Registration Number) in the box
4. Click on Submit Changes

TO DROP A COURSE:
1. Select the Web Drop function in the Action field next to the course you wish to drop
2. Click on submit changes
If no options are available in the Action field, the course(s) cannot be dropped.
For further assistance, please call the Office of the University Registrar at (361) 825-7024.

To Pay (by credit card or check) to view your billing account, or enroll in an installment payment plan:
1. Select Student
2. Select Student Account
3. Select Bill/Payment Suite
For further assistance, please call the Business Office at (361) 825-2600.

**ORIENTATION REGISTRATION**

New students with twenty-nine (29) college hours or less for the Fall 2009 semester are required to attend a New Student Orientation session for advising and registration. For more information, contact the Office of Student Recruitment and New Student Programs at (361) 825-6051 or register online at [http://orientation.tamucc.edu](http://orientation.tamucc.edu)

It is recommended that transferring students enrolling with thirty (30) college credit hours or more for Fall 2009 semester attend a Transfer Transition Workshop.

**ON SITE LATE REGISTRATION**

On Site Late Registration will continue in the Office of the University Registrar located in the Student Services Center during regular business hours August 26 – September 2, 2009. A $25.00 late registration fee is required. Accounts that are not paid by the end of the business day will be assessed a late payment fee of $50.00. Bills for tuition and fees will be available for payment in the Business Office in the Student Service Center IMMEDIATELY FOLLOWING REGISTRATION. Bills will not be sent. Failure to pay or make payment arrangements after registering may result in automatic cancellation of classes. If your schedule is canceled for non-payment, to be reinstated an appeal must be submitted and if approved there will be a $100.00 reinstatement fee due.

**ADDING AND DROPPING COURSES**

NOTE: If you are dropping all courses, please refer to the "Withdrawing from the University" procedure listed below.

A change of section is a change of registration and requires ADD/DROP action. The same is true for a change to or from audit status, pass/no pass grading, or credit/no credit grading. If you received any financial assistance, please contact the Office of Financial Assistance for any consequences about dropping a class(es).

1. Obtain a Class Scheduling Form from the Office of the University Registrar.
2. Complete the form and secure the necessary signatures.
3. Submit the completed Class Scheduling Form and present a photo ID to the Office of the University Registrar to process your schedule change request.
4. Retain the revised copy of your schedule/bill.
5. Proceed to the Business Office if you owe additional tuition and fees. If not, 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.

**WITHDRAWING FROM THE UNIVERSITY**

If you received any financial assistance, please contact the Office of Financial Assistance for any consequences about withdrawing from the university.

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

***Withdrawals become final at the end of the second working day after submission***

Please remember:
1. Withdrawal from the University does not release students 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 in the University.
AUDITING COURSES

Continuing or newly admitted students may audit courses if they are granted permission from 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 after the 12th Class Day (Census Date) during a long semester or after the 3rd Class Day (Census Date) during the summer. To audit a course, please complete the following steps:

1. Obtain an Audit Form from the Office of the University Registrar and obtain appropriate signatures.
2. Present the completed 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 semester credit hours except for supplementary, materials, field trip, or laboratory fees.

Students auditing a course may not change from audit to credit after the 12th Class Day (Census Date). In addition, students enrolled in a course for credit may not change to audit after the 12th Class Day (Census Date).
TUITION AND FEES

*table*

While these tables were prepared on the basis of the best information available at the time of printing, all information is subject to change without notice or obligation.
EXCESS HOURS TUTION RATE

The State of Texas will not provide funds to a state institution of higher education for excess semester credit hours earned by a resident undergraduate student. The semester credit hours counted toward the limitation includes all hours attempted by the student. Therefore, as permitted by the state law, the university will now charge additional tuition to students who exceed the semester credit hours limit for their degree program. For most students excess semester credit hours become applicable once they accumulate 30 hours above their degree program. For more information please see the university undergraduate catalog for specific enrollment related information. The additional charge of up to $277 per semester credit hour may be billed to any student that meets these applicable rules.

SPECIFIC COURSE FEES

Repeated Courses: Students will be charged an additional $100.00 per semester credit hour for any course taken for a third or more times.

Laboratory: For each laboratory course, a fee is charged in an amount to cover, in general, the cost of laboratory materials and supplies used by a student.

Supplementary: Students taking selected courses (e.g., studio art, art education, music, language and courses requiring field trips) are required to pay supplementary fees each semester. Course related fee amounts are indicated in the course listings.

BOOKSTORE

The University Bookstore’s web site enables students to view course materials required and the cost of books; log on to http://bookstore.tamucc.edu

Students may find additional information about course syllabus, instructor’s office hours, notes, and other important information posted by instructors.

OTHER FEES

EASY REFUND CARD REPLACEMENT FEE .................................................................................................................. $25.00
Graduate Dissertation/Thesis Archival Fee ............................................................................................................... $100.00
Graduate Dissertation/Thesis Binding Fee (per copy) .............................................................................................. $15.00

Thesis: Resident students registering ONLY for thesis credit where such credit is the final credit hour(s) required for the degree in progress (must pay all other fees including board authorized tuition)............................................................................. $50.00

Orientation: New Student Orientation Fee (first year students)............................................................................... $50.00
New Student Orientation Guest Fee (per person)........................................................................................................ $25.00
Transfer Transition Workshop (new admit student)................................................................................................. Free
Transfer Transition Workshop Guest Fee (per person)–(new admit student)............................................................... Free

LATE PAYMENT FOR REGISTRATION FEE ........................................................................................................... $50.00
REGISTRATION REINSTATEMENT FEE ................................................................................................................ $100.00

PARKING FEES

Fall through Summer (per vehicle)............................................................................................................................. $100.00
Fall and Spring (per vehicle).................................................................................................................................. $85.00
Fall only (per vehicle) .............................................................................................................................................. $45.00
Motorcycles, motorbikes, scooters (per semester).................................................................................................... $25.00
Motorcycles, motorbikes, scooters (Fall through Summer)....................................................................................... $70.00

TUITION AND FEE EXEMPTIONS AND ADJUSTMENTS

Students eligible for any of the following fee exemptions or adjustments must contact the office under which they are listed below PRIOR to payment of fees to complete the required documentation.

BUSINESS OFFICE
Texas Blind or Deaf - Tuition and fees exempted.
High School Graduates of Texas State Homes - Tuition and fees exempted.
Children of Disabled Firemen and Peace Officers - All mandatory fees exempted except for property deposit.

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Senior Citizens (age 65 or over) - For audit only, on a space available basis only, all fees exempted up to six (6) semester credit hours except supplemental, material, field trip, or laboratory fees.

Teaching or Research Assistant - Out-of-state tuition adjusted to Texas resident rate. To be entitled to pay resident tuition, the student employee must be employed on at least a one-half time basis in a position related to the degree being pursued.

Teachers and Professors employed by TAMU-CC, Spouses and Children - Out-of-state tuition adjusted to Texas resident rate.

One Year Exemption for Certain TANF Students - Tuition exempted.

Early High School Graduates - Tuition and mandatory fees up to $2000 if the person successfully completed the recommended or advanced high school program. This adjustment is only available for Texas resident students who graduated from a Texas public high school within 36 consecutive months of his/hers original enrollment. Funding may also be available if the student graduated within 36 to 45 consecutive months with at least 30 hours of college credit. To check for eligibility contact the Texas Higher Education Coordinating Board.

Highest Ranking High School Graduate - Tuition exempted for only two semesters of first regular session following high school graduation. Must be the highest ranking graduate of an accredited high school in the State of Texas. Student must provide proof of eligibility to the Director of Admissions and Business Office.

Nonresidents Whose Family Relocated to Texas Due to Employment by a Business or Organization Certified by the Texas Department of Commerce as Participating in the States Program for Economic Development and Diversification - Out-of-state tuition adjusted to Texas resident rate.

Students in Foster or Other Residential Care - Tuition and fees exempted, except designed tuition.

Competitive Scholarship - Out-of-state tuition adjusted to Texas resident rate. This tuition adjustment is only available for recipients of University scholarships awarded by the scholarship committee.

Dependent Children of Texas MIA Servicemen - All mandatory fees exempted except property deposit.

Orphans of Members of the Armed Forces, Texas National Guard and Texas Air National Guard - Tuition and fees exempted.

Good Neighbor Scholarship - (for students from other nations of the American Hemisphere) - Tuition exempted (must pay all other fees.)

Active Duty Servicemembers - Out-of-state tuition adjusted to Texas resident rate. Active duty servicemembers of the U. S. Armed Forces and their dependents are entitled to pay resident tuition rates while assigned to duty in the state of Texas. Military personnel must submit: a copy of original orders; military identification; and an Exemption of Out of State Fees for Military Personnel & Dependents Card signed by the unit commanding officer. By presenting this documentation in the true and original form, the student certifies that the military member is assigned to duty in Texas while enrolled in a public institution of higher education. Exemption cards may be obtained from the Office of Admissions.

VETERANSAffAIRS OFFICE

The mission of the Texas A&M University-Corpus Christi Veterans Affairs Office, located in the Student Services Center, is to assist students in receiving entitled veterans benefits and in achieving educational goals. For more information on Montgomery GI Bill benefits, please visit the Dept of Veterans Affairs website: www.gibill.va.gov

VA EDUCATIONAL BENEFITS
To initiate benefits, students must file VA Form 22-1990 or 5490, Application for VA Education Benefits or Application for Survivors' and Dependents' Educational Assistance Form. Transfer students must submit VA Form 22-1995 or 5495, Request for Change of VA Education Program or Place of Training. Veterans should provide the following: discharge papers DD Form 214, Member-4 copy; the Certificate of Eligibility received from the Dept of Veterans Affairs; a Veteran Intent to Enroll Form each term the student requests an enrollment certification; and a signed degree plan from the academic advisor. Veteran students must notify the Veterans Affairs Office of any enrollment changes, including added or dropped courses, withdrawals, or change of major. Active duty servicemembers and veterans should order their military transcripts; please refer to the Veterans Affairs Office website: http://vets.tamucc.edu/

HAZLEWOOD ACT BENEFITS
In accordance with the Texas Education Code, Section 54.203, Texas veterans may apply for the Hazlewood Act exemption of tuition and most fees, up to 150 credit hours. Students must provide the following: discharge papers, DD Form 214, Member-4 copy; a letter from the Dept of Veterans Affairs, Muskogee, OK region stating that the veteran has exhausted all federal educational benefits; a current TX driver's license; and the standard application form each term the student requests the exemption.
TUITION AND FEE PAYMENT DEADLINES

Fall 2009 Tuition and Fees Final Payment Deadline is August 18, 2009

Accounts that are not paid by the due date will be assessed a $50.00 late payment fee. Failure to pay fees by the deadline may result in cancellation of your registration. If your class schedule is canceled for non-payment, to be reinstated an appeal must be submitted and if approved there will be a $100.00 reinstatement fee due.

For students registering on or after Aug. 18, 2009, tuition and fees are due at the time of registration. Accounts that are not paid by the end of the business day will be assessed a late payment fee of $50.00.

Bills will not be mailed. Log on to: https://sail.tamucc.edu and click (1) Student and Financial Aid, (2) Student Account, and (3) Bill/Payment Suite.

Payment and choose the correct term.
***If your billing address has changed, please change address on SAIL or go to the Office of the University Registrar ***

Mail payments to: Texas A&M University-Corpus Christi
                         Business Office, Student Services Center
                         6300 Ocean Drive, Unit 5765
                         Corpus Christi, TX 78412-5765

PAYMENT OPTIONS

The following payment options are available:

1. INSTALLMENT PAYMENT PLAN
   Installation payment plans for tuition and fees are available for most students. The University offers two options to pay by installments, 3 Payment Plan (30% prior to the start of the semester with two more payments during the semester of 35%) and a 4 Payment Plan (25% prior to the start of the semester with three more payments during the semester of 25%). A nonrefundable processing fee of $20.00 will be charged and a late fee of $25 will be added to each installment not received by the due date. STUDENTS UTILIZING THE INSTALLMENT OPTION MUST EXECUTE A PROMISSORY NOTE WHICH SETS FORTH THE CONDITIONS AND REPAYMENT SCHEDULE OF THE PAYMENT PLAN SELECTED. UNDER THE PROVISIONS OF THE INSTALLMENT PAYMENT OPTION IN HOUSE BILL 558, A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER (LAST CLASS DAY) MAY BE DENIED CREDIT FOR WORK DONE THAT SEMESTER.

   Students receiving Emergency Tuition Loans or need-based financial assistance equal to or greater than the amount of tuition and fees at the time of registration are not eligible to pay tuition and fees by installments. Students owing any balance from prior terms or a current term balance, for tuition and fees, less than $200 are not eligible.

   Students registering for classes and want to use one of the Installment Payment Plans, must sign up on SAIL on or before August 18, 2009. To enroll for one of the options go to SAIL, click on (1) Student, (2) Student Account, (3) Bill/Payment Suite and (4) the Payment Plan tab: then choose the desired plan and sign the agreement.

2. CREDIT CARDS - MASTERCARD / AMERICAN EXPRESS / DISCOVER (On-Line Only)
   The University accepts MasterCard, American Express and Discover for payment of tuition and/or fees, subject to a 1.90% service fee.

3. DEBIT CARDS - VISA/MASTERCARD DEBIT CARDS – (In-Person Only)
   The University accepts MasterCard and Visa debit cards for payment of tuition and/or fees. The card must be present and the pin code used to process the payment. MasterCard Debit cards can be used to make a payment on-line as a credit card but will be subject to a 1.90% service fee.

4. FINANCIAL ASSISTANCE
   Financial Assistance grants and scholarships will be reflected as “estimated aid” on tuition/fee bills for students who have been awarded. You must accept the financial aid before it can be applied to your account. First-year, first-time borrowers will not receive loan funds until 30 days after classes begin. All loans are disbursed in at least two installments. Students receiving Fall only loans will receive the second installment after the midpoint of the semester. Students who have not been awarded a financial assistance package, and are in need of assistance, are encouraged to apply for an Emergency Loan. See below for more information.

5. 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, and 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 current financial assistance hold. A $25.00 nonrefundable processing fee will be added to each loan at the time of application. All students applying for Emergency Loans must be registered and have a completed application and master promissory note. All emergency loans are processed on first-come, first-served basis as long as funds are available. A late payment fee of $25.00 will be added to each loan that is not paid in full by the due date. Applications for Emergency Tuition and Book Loans for Fall 2009 will be processed beginning August 11, 2009. Loans will be processed until funds have been exhausted. Forms are available on our web site http://www2.tamucc.edu/business under downloadable forms. Emergency Loans are not available to make payments toward an installment plan or for room/board.

FINANCIAL OBLIGATIONS
Students are expected to pay all financial obligations to the University when due. Failure to pay such obligations may result in the student's removal from the University, exclusion from final exams, graduation, 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, and/or Emergency loans, tuition installment plans, and parking fines. All tuition and fee costs are due upon registration. Failure to pay may result in the loss of the student's schedule. Registration is not completed until the University Business Office has received payment. Regardless of the type of deferral, the ultimate financial responsibility rests with the student. The University 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. Notifications from the Business Office are primarily sent to the student's University Email Address.

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

Texas A&M University-Corpus Christi
Business Office, Student Services Center
6300 Ocean Drive, Unit 5767
Corpus Christi, TX 78412-5767

This may be done in person or by mail and must be in the form of cash, money order, or cashier's check. The University cannot accept a personal check in payment of a returned check. 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.

REFUND OF TUITION AND FEES
The following information on tuition and fees refund applies:
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 as follows: 100% refund prior to and including the 12th Class Day (Census Date) September 11, 2009. No refunds for dropping classes after September 11, 2009.
2. A student officially and completely withdrawing from the University during the Fall or Spring semester may apply for a refund of applicable tuition and fees according to the following schedule:
   - 100% prior to the University's First Class Day
   - 80% during the University’s First Five Class Days
   - 70% during the University’s Second Five Class Days
   - 50% during the University’s Third Five Class Days
   - 25% during the University’s Fourth Five Class Days
No refunds will be processed thereafter. See the semester calendar for specific dates or go to http://falcon.tamucc.edu/~business/ and click on Important Dates. Audits are done periodically throughout the semester to insure proper payment of tuition and fees. Refunds will be processed after the audit for those students whose balance so indicates. Withdrawals are calculated based on the total tuition and fees not the amount paid.