ASSISTING STUDENTS IN ACHIEVING THEIR GOALS...

OFFICE OF THE REGISTRAR

ORIENTATION
Office of the Registrar

• 1st Floor, Student Services Building
• Phone: 972-883-2342
• Email: records@utdallas.edu
• Web Page: http://www.utdallas.edu/student/registrar/
IMPORTANT INFORMATION

• Utilize Online Information:
  – Catalog – Every Year
  – Course Lookup and Course Listings – Every Semester
  – Academic Calendar – Every Semester
  – Comet Calendar
  – Read, understand, and consult the rules, regulations, policies, and procedures of the University, state, and federal government.

• See your academic advisor, ask questions, observe deadlines
REGISTRATION

- Advisor Clearance
  - Freshmen
  - New Students
  - Students below good academic standing
  - Students required to see advisor - schedule of classes

- Registration
  - Orion - Enrollment Appointments
    - Sign-in with NetID and Password
  - Advisor
  - Walk-In Registration
    - Students who receive registration overrides
    - Students on academic probation/dropped status
Grades can be accessed via Orion.

NF grade – punitive; due to non-attendance.
- An NF may impact federal aid eligibility as well as an in-school deferment status for students in deferment of loans.

Grade reports are not mailed.

Undergraduates receive midterm grades in Fall and Spring.
- Mid-term grades do not calculate into student’s term or cumulative GPA.
FERPA – Family Education Rights and Privacy Act

- Intended to protect the privacy of your education records
- The right to inspect and review your education records
- The right to request amendment of your education records
- The right to provide written consent to disclosures of personally identifiable, non directory information
- The right to be notified of your privacy rights under FERPA
- The right to file a complaint with the US Department of Education
FERPA

• FERPA packet, located at:
  https://www.utdallas.edu/registrar/files/ferpapacket.pdf
  – Parents Certification of Dependency Form – see Page 4
    • Only covers calendar year, not academic year.
  – Request for Confidentiality of Directory Information Form – see Page 7
  – Third Party Release of Information Form – see Page 9
Texas 3-Peat Rule

- Per the Texas 3-Peat Rule, an undergraduate resident student is limited to three grade-bearing enrollment attempts for any specific class, including academic and non-academic withdrawals.
  - A student attempting the same class for the third time will be charged a penalty fee equivalent to the out-of-state tuition for the same number of semester credit hours. This is due to State legislation eliminating funding to higher education for courses that are attempted three or more times.
    - Courses cross-listed under more than one course prefix are considered the same course.
  - Students who have attempted the same course 3 times will be blocked from registering for a 4th attempt at UT Dallas.
  - Attempted hours include
    - Repeated courses
    - Earned hours and unearned hours (non-passing grades)
    - Withdrawn courses (includes administrative/non-academic)
    - Dual credit courses
  - Hours Excluded
    - 18 hours of remedial and development courses.
    - Courses where hours can be repeated for credit (special topics/seminar/independent)
    - Vocational / Technical courses

Note: Classes dropped on or before Census Day of a term do not count toward this limit. This rule is also different than the federal rule for repeating course for financial aid purposes. Students may retake a previously passed course once in order for it to qualify toward their financial aid eligibility status.
This is also sometimes referred to as the “Texas Six-Drop Rule”.

Affects any Texas resident who is a first-time-in-college undergraduate student beginning in the fall 2007 semester for courses attempted at a Texas public university or college.

Undergraduate students will not be permitted to withdraw from more than six courses, including any course a transfer student has withdrawn from at another Texas public institution of higher education.

Students will not be able to withdraw from a seventh course and would receive a final grade in the course.

Non-academic withdrawals are exempt from counting toward the six-withdraw rule.

Students with questions regarding the “non-academic withdrawal” appeal process should contact their academic advisor for details.
Excessive Hours Rule

Excessive Undergraduate Hours

• Section 54.014, Texas Education Code

See Office of Registrar web page for details:
https://www.utdallas.edu/registrar/legislative-policies/excessive-hours/
• **Example of Excessive Hours**
  
  - Undergraduate resident student enrolls for the first time this fall semester in a degree program which requires 120 semester credit hours for completion. Therefore, the student’s allowable attempted hours before the student is considered to be in “Excessive Hours” is 150 semester credit hours.
Texas Tuition Rebate

- Texas Tuition Rebate: [https://www.utdallas.edu/registrar/legislative-policies/texas-tuition-rebate/](https://www.utdallas.edu/registrar/legislative-policies/texas-tuition-rebate/)
- Freshmen who entered a Texas public college or university for the first time in the fall of 1997 or later, may qualify for a $1,000 tuition rebate after graduation. To be eligible for a rebate under this program, a student must:
  - Enroll for the first time in an institution of higher education in the fall 1997 semester or later and not have a prior degree.
  - Be a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree.
  - Graduate within four calendar years for a four-year degree.
  - Attempt no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated.
  - Submit a *Texas Tuition Rebate Application* to the Office of the Registrar before graduation date.
  - Form: [https://www.utdallas.edu/registrar/files/tuitionrebate.pdf](https://www.utdallas.edu/registrar/files/tuitionrebate.pdf)
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