SCHEDULE CHANGES

Adding a Course

A course may be added by a student using the online registration system without approval of University officials, as long as departmental approval is not required. (See regulation for Normal Load.) It is highly recommended that a student consult with his/her academic advisor before attempting to add a course. After the online registration system is closed, written permission is required from the academic advisor and instructor of the course being added in order to add the course. These requests must be processed by the Office of the Registrar. The student may only add classes during the time specified in the official academic calendar.

Dropping a Course

Dropping a class is an official action whereby a student drops one or more courses yet remains enrolled in at least one course. A grade of "W" or "WS" will be assigned automatically when a student drops one or more classes after the census date and by the published drop deadline as indicated on the official University academic calendar. In sixteen-week terms, the drop deadline will be the end of the 12th week of classes. After the drop deadline, no drops will be permitted. If a student drops the only course for which s/he is enrolled, the student must follow the process for withdrawing from the University as stated below.

It is highly recommended that a student consults his/her academic advisor before dropping because of possible impacts on financial aid and progress to graduation. After the online registration system is closed, all drops must be processed by the Office of the Registrar. A student who, by dropping a course, becomes registered for less than a normal load will be reclassified as a part-time student.

Withdrawal from the University

If a student finds it necessary to withdraw from all classes during the session, the student must notify the Office of the Registrar and submit a withdrawal form. A grade of "W" will be assigned automatically when a student withdraws from all classes after the census date and by the published withdrawal deadline as indicated on the official University academic calendar. In sixteen-week terms, the withdrawal deadline will be the end of the 14th week of classes. After the withdrawal deadline, no withdrawals will be permitted except for students ordered to military active duty (see below). If the student abandons courses without officially withdrawing, the student will receive the grade they earn in each course, regardless of the date at which the student ceased to attend classes. (See also regulations entitled "Refund of Fees.")

Withdrawal of Students Ordered to Military Active Duty

If a current student is called to active duty, the student has several options for enrolled courses. The student must provide a copy of military orders to receive one of the following:

1. full refund of tuition and fees paid by the student for the semester in which the student withdraws.
2. with instructor approval, incomplete grade(s) for the semester in which the student withdraws; or
3. with instructor approval, assignment of an appropriate final grade(s) or credit(s). Upon the student 's request, pre-registered classes will be dropped. If the student returns prior to the beginning of a semester he/she will be reinstated into this institution.

Non-Credit Admission (Auditing)

A student may attend classes for a course without receiving credit if he or she submits a Course Audit Form at the time of registration and has the permission of both the instructor of the course and the dean of the college in which the course is offered. No formal admission to the University is required for course audits. The Course Audit Form is available from the Office of the University Registrar. The fee for auditing a course is the same as that required for registration for credit, however no credit will be awarded, and the student may be restricted from lab work and tests. A student will not be given permission to audit a course until the first day of classes.

Students may not change from credit to audit status after the 12th class day during a long semester or after the 4th class day during the summer. Senior citizens (65 or over) may audit with all fees exempted except material or field trip fees on a space available basis only.

If the student is under the age of 22, Texas A&M University-San Antonio will require the students to provide certified proof from a health practitioner that he or she has received a Bacterial Meningitis vaccination or booster within the last five years.

Under no circumstance may audit be converted to credit. No refunds are given on audits.