

# ENROLLMENT INFORMATION/ ADVISING

Academic advising is an integral and necessary part of the higher education process. Faculty advisors in the academic departments have the responsibility of advising those students who have met all admission requirements and have declared majors based on:

1. the most current information available to them about departmental, college, and university requirements, and
2. students' interests, needs, and abilities. All students who have not declared majors are advised in the College of Liberal Arts & Behavioral Sciences on the third floor of the Public Affairs Building. Undecided students are those who are registered in Academic Foundation courses and have not decided on their majors. In general, students are not encouraged to declare majors until their individual TSI (Texas Success Initiative) or equivalent responsibility has been met. Students who receive financial assistance are **STRONGLY CAUTIONED** that they must each have a declared major by the time that they have successfully completed 45 semester credit hours to remain eligible for this assistance.

Specific responsibilities of advisors include:

- Helping students to define and develop realistic goals.
- Matching students to available resources.
- Assisting students to plan programs of study consistent with their abilities.
- Helping students monitor their progress toward graduation

**Although academic advisors will assist students in every way possible, students are expected to accept full responsibility for their academic programs of study, including the satisfactory completion of all requirements.**

## Registration Policies and Procedures

All students must register prior to the first-class day of each semester or term. Each student is assigned an advisor, who assists in planning a program of study. Students register for and are entitled to attend classes only when they have completed the prescribed procedures, including the payment of fees, which is a part of registration. All unpaid course selections will be purged from the database of student records after the twentieth-class day during a regular semester and after the fourth-class day during a summer term and mini terms.

Students planning to return to the campus after an absence of one year or after earning credits at another institution are required to notify the Admissions Office and have transcripts mailed or sent electronically from the schools attended.

Registration is not complete, and students with unpaid fees are not entitled to University privileges. Students are required to have sufficient funds to cover all required tuition, fees, and deposits.

### Auditing

With the consent of both the chair of the administering department and the course instructor, a student may audit a course. Auditors shall be

registered, shall receive no credit for audited courses, and shall pay the same fees as a student enrolled for credit.

## Credit by Examination

A student may receive credit by examination for courses listed in this bulletin by showing proficiency gained in advanced high school courses, independent research, non-credit adult courses or professional development programs. Credit by examination shall not be given for a previously attempted or surpassed course, or for hours beyond published limits. The Pass (P) grade given is not calculated into the GPA. Students of any age currently or previously enrolled in Texas Southern University can demonstrate college-level achievement and receive credit for what they may have learned through advanced-high school courses, independent research, non-credit adult courses or professional development. To the extent that a student is successful in passing the prescribed examinations, he or she may use the maximum allowable credits received to shorten the length of time required to attain a degree. The student must submit the Credit by Examination form, such as the CLEP, to the academic department, the academic dean of the school or college involved, and the Provost for approval. Once approved for credit by examination, the student must pay applicable testing, administration, and per credit hour fees, earn a passing score on the national and/or departmental examination, and the approved application will be submitted to the Registrar's Office by the Office of the Provost.

Credit may be earned through the successful completion of one or more of the following examinations: College Entrance Examination Board (CEEB) specified achievement tests; CEEB Advanced Placement Examinations that are part of the Advanced Placement Examinations (AP); CEEB College Level Examination Program (CLEP); International Baccalaureate Examinations (IB); Modern Language Association Cooperative Foreign Language Examinations; departmental examinations prepared, administered and scored by Texas Southern University faculty members who teach the applicable course(s). In addition to any of the above, a department may require an essay and/or a laboratory and/or an oral examination. AP and IB examinations are normally taken while the student is in high school, preferably in the spring before expected college enrollment. Information on these examinations is available in high schools through the principals or the counselors. High school students may also take CLEP examinations. A listing of AP and IB credit-eligible scores is available at <http://www.tsu.edu/admissions/pdf/credit-by-examination-chart.pdf>

### Concurrent Enrollment

A student concurrently enrolled at Texas Southern University and another college or university may receive total credit for no more than the maximum allowable Texas Southern University load for any given semester or term. In each semester of concurrent enrollment, the student must verify with his or her advisor that the other institution's courses qualify for transfer, notify the Office of Financial Aid at both Texas Southern University and the other institution, and submit the signed agreement form to the Registrar's Office.

## Discontinued Classes

The University reserves the right, when necessary, to discontinue classes or to otherwise alter the schedule. If a class is discontinued, students will be notified at the first scheduled class meeting, whenever possible, so that they may register for alternate courses. Students who are enrolled in a discontinued class must officially drop the course; students who wish to enroll in another section or another course must immediately and officially carry out the drop and add process.

## Official Enrollment in Class

A student may not attend a class after the first week of classes unless he or she is properly registered for that course and section including payment. Failure to follow proper registration procedures may jeopardize that student's good standing at the University and result in loss of funds and credit. Instructors' class rolls are prepared from the official enrollment records of the Registrar. A student whose name does not appear on the class rolls should contact the Registrar's Office to verify his or her proper registration.

## Transfer Credit

**Transfer of credit from another institution to Texas Southern University involves consideration of the institution's accreditation, the comparability of course work, and the applicability of that course work to a degree program at the University.** The Office of Undergraduate Admissions is responsible for reviewing each course taken at another college or university and making an initial determination of transferability. Colleges and universities from which credits are to be transferred must have been granted membership or candidacy status in a regional accrediting association of the Association of Colleges and Schools, which does NOT include accrediting commissions for vocational or occupational training.

**There are two transfer paths to consider. A student may transfer lower division (freshman and sophomore) level credits from a junior or community college.**

**The second transfer path allows a student from a four-year institution to transfer to TSU courses at the lower or upper division (freshman/sophomore or junior/senior) as designated by the sending institution's transcripts.**

**No limit is placed on the total amount of courses credit accepted in transfer from either junior- or senior level institutions; however, students are required to complete the last thirty hours in residence at TSU. Additionally, academic deans in each college and school will determine which transfer credits will apply to the student's degree.**

All academic courses, except developmental courses, whether passed, failed, or repeated, including those in which the student earned a grade below C, are used to compute the applicant's grade point average for admission purposes.

In order for the Office of Undergraduate Admissions to make a decision about the transferability of a course, the transfer student may need to provide materials such as school catalogs/bulletins, course descriptions, course outlines, class assignments, or textbooks to assure proper evaluation. The final determination of the applicability of credit transferred toward a degree sought at Texas Southern University is made by the chair of the student's major department and the dean of the school or college in which it is listed. The academic department of the student's major has the final authority for the transferability of courses to the University in adherence with university policy.

Courses accepted for transfer credit must be from a college or university accredited by one of the regional agencies for higher education and must be similar in character and content to courses offered at Texas Southern University.

Junior and community college courses may only transfer as lower-division (freshman or sophomore) credit. Undergraduate courses from senior colleges transfer at the same level, lower- or upper-division,

as they were taken. Graduate-level coursework is not transferable as undergraduate credit.

**In the transfer of core curriculum credits and field of study curricula credits from other public institutions of higher education in Texas to Texas Southern University,** the University is subject to Texas Education Code Chapter 4, Subchapter B, and Rule 4.27. These sections specifically address the resolution of transfer disputes for lower division courses between two public institutions of higher education in Texas and are quoted directly as follows:

1. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower division courses:
  - a. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
  - b. A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
  - c. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
  - d. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of Higher Education of its denial and the reasons for the denial.
  - e. The Commissioner or Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
  - f. Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.
  - g. The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.

## Academic Fresh Start

Texas residents may request to have all academic coursework completed at any institution of higher education 10 or more years prior to submitting an application for admission or readmission be disregarded for admission purposes under the Academic Fresh Start Program (Texas Education Code section 51.931). In electing to enroll under this provision, students will not receive any credit for courses taken ten (10) or more years ago prior to enrollment at Texas Southern University.

If a student earns a baccalaureate degree under this section and applies for admission to a graduate or professional program of study that is offered by a public institution of higher education in Texas, only the grade point average (GPA) that the student earned under this section is to be

considered, along with any other criteria used for evaluating applicants for admission to these programs of study.

**Students who qualify for an academic fresh start may petition the University for such through the use of the steps outlined below:**

1. Submit an application for admission to Texas Southern University, Office of Undergraduate Admissions, 3100 Cleburne Street; Houston, Texas 77004-9987, or electronically at [www.applytexas.org](http://www.applytexas.org) (<https://catalog.tsu.edu/undergraduate/admission-requirements-enrollment-information-academic-regulations/enrollment-information-advising/file:///C:/Users/derrick.manns/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/DAO3ZMRG/www.applytexas.org>). Students seeking readmission to the university can complete the application for readmission online at [www.tsu.edu/admissions](http://www.tsu.edu/admissions) (<https://catalog.tsu.edu/undergraduate/admission-requirements-enrollment-information-academic-regulations/enrollment-information-advising/file:///C:/Users/derrick.manns/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/DAO3ZMRG/www.tsu.edu/admissions/>). The applicant must indicate their desire to apply for admission under the Academic Fresh Start policy on the application for admission (or readmission).
2. The Office of Undergraduate Admissions will determine whether the applicant is eligible for an academic fresh start.
3. The Office of Undergraduate Admissions will notify the applicant, in writing, of his or her status within a reasonable period.
4. New applicants for admission or readmission may request consideration for the Academic Fresh Start Program only once at Texas Southern University.
5. The Director of Admissions has the final authority on determining whether an applicant meets the requirements for the Academic Fresh Start Program.

## Early Admission of High School Students

Texas Southern University's early admission policy is designed to give high school students who demonstrate outstanding academic performance the opportunity to enroll in regular college courses for credit toward graduation while they are still enrolled in high school. The student retains high school status and has the option of enrolling either during the summer session following the junior year in high school or in the fall of the senior year. The student must take high school courses concurrently while enrolled as a part-time student at TSU.

**Eligibility.** All Early Admission applicants must satisfy the following requirements:

1. Successful completion of the 11th grade.
2. Evidence of a level of academic achievement that promises successful completion of college work. Applicants must have passed all portions of the Exit-Level Texas Assessment of Knowledge and Skills (TAKS) or State of Texas Assessments of Academic Readiness (STAAR) examinations.
3. Recommendation from a high school guidance counselor or principal.
4. Either (1) a minimum GPA of 3.10 on a 4.0 scale, along with a minimum SAT combined score of 1000 or ACT composite score of 20; OR (2) a minimum GPA of 3.50 on a 4.0 scale, along with

a minimum SAT combined score of 900 or ACT composite score of 18.

**Applications.** All documents pertaining to early admission must be submitted to the Office of Undergraduate Admission and must include the following:

1. Completed application form
2. Non-refundable \$42 application fee or approved fee waiver.
3. Official high school transcript showing successful completion of the TAKS or STAAR examination. Exemptions do not qualify for early admission.
4. Official SAT-I, PSAT or ACT scores report (Test scores posted on a high school transcript are considered official)

**Enrollment.** A student who is admitted under the Early Admission Program:

1. May enroll in up to six (6) semester credit hours per eligible semester for up to two (2) years while being concurrently enrolled in high school
2. Must follow University rules and regulations
3. Will be classified as an Early Admit student

**Financial Aid.** Inasmuch as early admission students are considered to be in college and high school at the same time, federal regulations prohibit eligibility for any form of federal financial aid (grants or loans).

**Change of Status.** A high school student admitted under the early admission policy who remains in good standing through high school graduation will automatically have his or her status upgraded to "unconditional undergraduate admission." However, the student must provide an official copy of the final high school transcript with evidence of date of graduation

## Orientation Program for New Students

We require that all undergraduate students entering the University for the first time take part in a series of orientation activities which are conducted prior to the opening of their semester of residence. Orientation programs are planned for each of the two semesters on specific dates prior to registration.

## Texas Success Initiative (TSI)

The Texas Success Initiative was developed by the 78th State Legislature on September 1, 2003 to guarantee student success at institutions of higher education. The TSI Assessment is a State of Texas mandated program. The TSI assessment is required for all First-time Freshmen and Non-Resident Transfer Students. The TSI Assessment test is a diagnostic assessment used to determine college readiness in the areas of reading, mathematics. This program also will help determine what type of course or intervention will best meet students' needs to help them better prepared for college-level course.

TSI test scores are not used to determine admissions status; however, entering students must test before enrolling in college-level courses at any Texas higher education public institution. Students who have tested but have not attained the established minimum scores on one or more sections of the test are required by Texas Law to obtain TSI advisement and enroll in a formal program of skills development each semester until they are deemed TSI complete for all sections of the test.

The program involves two major components:

1. measuring students' academic skills in reading, writing and mathematics and
2. advising the student into the appropriate developmental course for any academic skill that needs improvement. In accordance with the Initiative, all applicants must have successfully completed the following number of high school credits:
  - 4 in English
  - 3 in mathematics
  - 2 in natural science
  - 2 in social science
  - 6 selected from a group consisting of foreign languages, computer science (or keyboarding), speech, journalism, and fine arts

**Academic Advisement:** Academic advisement for all students, including those who have not met the TSI standard is handled within the respective school or college of the student's academic major.

## Texas Success Initiative (TSI) Exemption Rules

### ACT & SAT Exemptions

Scores Can Be No More Than Five Years Old

ACT Scores required for TSI Exemption	SAT Scores required for TSI Exemption
Composite: 23 or higher <b>and</b> Subtest: Math score of 19 or Higher is TSI Math Exempt.	Composite: 1070 or higher <b>and</b> Subtest Math score of 500 or higher is TSI Math Exempt.
Composite: 23 or higher <b>and</b> Subtest: English score of 19 or Higher is TSI Writing & Reading Exempt.	Composite: 1070 or higher <b>and</b> Subtest Critical Reading score of 500 or higher is TSI Writing & Reading Exempt.

### TAKS Exemption

Scores Can Be No More Than Five Years Old

Eleventh grade exit-level TAKS scores of 2200 or higher on math and/or 2200 or higher in English Language Arts with a writing composition rating of at least 3.

**[The English Language Arts and written composition sections must be met together -- if neither or only one area is met, student must take both the reading and writing sections of a TSI test.]**

### STAAR Exemption

STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

### Existing College Degree Exemption

Students who have an associate or bachelor's degree earned from a regionally accredited college or university.

### Military Exemptions

**Military Service:**

1. Students who are serving in the state of Texas as active duty members of the Armed Forces of the United States. Official documentation of active duty status for the enrollment period is required. Students must file a Verification of Active Duty form each semester which can be obtained in the Base Education Office.

2. Students who are on active duty in the Texas National Guard.
3. Students who are members of a reserve component of the armed forces for at least 3 years preceding enrollment.
4. Students who on or after August 1, 1990, were honorably discharged, retired, or released from active duty as a member of the U.S. armed forces, Texas National Guard, or member of reserve component. A copy of the DD214 form showing this status is required.

### Transfer Student Exemptions

Students who are transferring to TSU from a private or out-of-state, regionally accredited, college or university may meet sections of the Texas Success Initiative based on a grade of C or better in courses that are equivalent to the following courses at Texas Southern University.

Code	Title	Hours
<b>Writing</b>		
ENGL 1301	Freshman English I	3
or ENGL 1302	Freshman English II	
<b>Reading</b>		
ENGL 2332	World Literature I	3
ENGL 2333	World Literature II	3
ENGL 2326	American Literature	3
ENGL 2328	African-American Literature	3
HIST 1301	Soc & Pol Hist US to 1877	3
or HIST 1302	Soc & Pol Hist US Since 1877	
POLS 2305	American Government	3
or POLS 2306	Texas Government	
PSYC 2301	General Psychology	3
<b>Mathematics</b>		
MATH 1314	College Algebra	3
<b>Total Hours</b>		<b>27</b>

Students who believe they meet one of the exemptions, should be sure that the appropriate test scores/transcripts are submitted to the TSI Coordinator (by email: [neveusr@tsu.edu](mailto:neveusr@tsu.edu) or in person, call 713-313-6886 to schedule an appointment) as soon as possible.

### Additional TSI Notes

Students previously considered TASP or TSI exempt/complete from another Texas state institution will not have to meet TSI requirements; however, all course prerequisites must be met. (Official documents must be presented at the time of exemption) Some international courses may not meet these requirements. The Transfer Center will inform students of their transfer credits once transcripts have been evaluated.