

PRAIRIE VIEW A&M UNIVERSITY

A Member of The Texas A&M University System

Prairie View, TX

Registration and Term Information Spring 2008



Website <http://www.pvamu.edu>

COLLEGES AND SCHOOLS

COLLEGE OF AGRICULTURE AND HUMAN SCIENCES

Dr. Linda Williams-Willis, Dean

E B Evans Animal Industries (Building Code - EB EV) • Room No. 113

COLLEGE OF ARTS AND SCIENCES

Dr. Danny Kelley, Dean

New Science Building (Building Code - NSCI) • Room No. 230

COLLEGE OF BUSINESS

Dr. Munir Quddus, Dean

Hobart Thomas Taylor Sr. (Building Code - HOBT) • Room No. 28204

COLLEGE OF EDUCATION

Dr. Laxley Rodney, Interim Dean

Wilhelmina Delco (Building Code - DELC) • Room No. 302G

COLLEGE OF ENGINEERING

Dr. Kendall Harris, Dean

C L Wilson Engineering Complex (Building Code - WILS) • Room No. 102

COLLEGE OF JUVENILE JUSTICE AND PSYCHOLOGY

Dr. H. Elaine Rodney, Dean

Juvenile Justice and Psychology Building (Building Code - JJPY) • Room No. 145

COLLEGE OF NURSING

Dr. Betty N. Adams, Dean

6436 Fannin Street – Houston • Suite 1202

SCHOOL OF ARCHITECTURE

Dr. Ikhlas Sabouni, Dean

New Architecture Building (Building Code - ARCH) • Room No. 100

UNIVERSITY COLLEGE

Lettie Raab, Executive Director

University College Advisement Complex • Room No. 001

GRADUATE SCHOOL

Dr. William Parker, Dean

Wilhelmina Delco (Building Code - DELC) • Room No. 125

IMPORTANT NOTICE TO ALL STUDENTS

PRAIRIE VIEW A&M UNIVERSITY reserves the right to effect any changes in the course offerings, curriculum, administration, tuition and fees, or any other phase of school activity without notice.

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Prairie View A&M University and any of its sponsored programs are open to qualified individuals regardless of race, color, sex, creed, age, national origin or educationally unrelated handicap.

Academic Calendar – Spring 2008

January 9, Wednesday

- New Student Orientation
- Check-In University Village - New Transfer Students
- Check-In University Village - Returning Students

January 10, Thursday

- Meal Plans **Begin**

January 10-11, Thursday - Friday

- Regular Registration for Returning Students

January 12, Saturday

- Regular Registration for Graduate Students

January 14, Monday

- Instruction **Begins**
- Late Registration and Drop/Add **Begins**

January 18, Friday

- Late Registration, Add Courses, Change Course Schedule, Change Major/Certification or any Matriculation Change **Ends** for All Students

January 21, Monday

- Dr. Martin Luther King Jr. Day (**University Closed**)

January 23, Wednesday

- General Student Assembly-**All Students Attend**

January 30, Wednesday

- Census Date (12th Class Day)
- Courses Dropped For Non-Payment
- Last Day to Withdraw from Course(s) without Record

January 31, Thursday

- Withdrawal from courses with record ("W") **Begins**

February 2, Saturday

- Graduation Application Deadline for Spring 2008

February 4 - 9, Monday - Saturday

- Late Graduation Application Deadline period for Spring 2008

February 11, Monday

- 20th Class Day

March 6 – 8, Thursday – Saturday

- Mid-Semester Examination Period

March 10 – 15, Monday – Saturday

- Spring Break

March 11, Tuesday

- Mid-Semester Grades Due

March 17, Monday

- Instruction Resumes

The Academic Calendar for Prairie View A&M University is subject to change.

Academic Calendar – Spring 2008 continued

March 21 – 22, Friday – Saturday

- Good Friday/Easter -**Student Holiday**

March 26, Wednesday

- Founders Day/Honors Convocation

March 31, Monday

- Withdrawal from Course(s) with record ("W") **Ends**
- NOW ACCEPTING APPLICATIONS for Summer 2008 and Fall 2008 Graduation

April 8, Tuesday

- Priority Registration **Begins** for Summer/Fall 2008

April 28, Monday

- Course Review Day [Classes **must** convene and instructors will prepare students for Final Exams]

April 29, Tuesday

- Course Review Day [Classes **must** convene and instructors will prepare students for Final Exams]
- Last Class Day for Spring Semester
- Last Day to Withdraw from the University (From All Courses) for the Spring 2008 Semester

April 30 – May 1, Wednesday-Thursday

- Study Days for Exams

May 2 – 7, Friday-Wednesday

- Final Examination Period

May 7, Wednesday

- Final Grades due for Graduating Candidates

May 10, Saturday

- Commencement

May 13, Tuesday

- Final Grades Due for All Other Students- Currently Non Graduates

The Academic Calendar for Prairie View A&M University is subject to change.

STUDENT SERVICES DIRECTORY

Contact the University Operator at (936) 261-3311 for the telephone numbers.

<u>What</u>	<u>Go To</u>	<u>Location</u>
Account Summary	Panthertracks	http://panthertracks.pvamu.edu/
Admissions -		
•Undergraduate	Office of Undergraduate Admissions	3 rd Floor, Memorial Student Center
•Graduate	Office of Graduate Admissions	209 Delco Building
Computing Services	Information Technology Dept.	126 S. R. Collins
Disability Services	Office of Disability Services	317 Evans Hall
Disciplinary Holds	Director of Student Judicial Services	307 Evans Hall
Fees, payment of	Treasury Services Office	124 W.R. Banks Building
	or on-line at Panthertracks: or mail payment to: Treasury Services P. O. Box 519; Mail Stop 1329 Prairie View A&M University Prairie View, TX 77446-0519	http://panthertracks.pvamu.edu/
Financial Aid	Office of Student Financial Services	3 rd Floor, Memorial Student Center
Grades	Panthertracks	http://panthertracks.pvamu.edu/
ID Cards	Auxiliary Support Services	107 Memorial Student Center
Loan Deferments	Office of Student Financial Services	3 rd Floor, Memorial Student Center
PIN Number	Office of the Registrar (requires photo ID)	302 Memorial Student Center
Residency Questions	Administrative Assistant, Office of Undergraduate Admissions	3 rd Floor, Memorial Student Center
Registration	See pages 8 - 13	
Transcripts	On-line at Panthertracks	http://panthertracks.pvamu.edu/
Texas Success Initiative	Office of Testing and Tracking, University College	139 Delco Building
Transfer Credits	Articulation and Transfer Coordinator, Office of Undergraduate Admissions	3 rd Floor, Memorial Student Center
THEA Testing	Office of Testing and Tracking, University College	238 Delco Building
Student Schedule	Panthertracks	http://panthertracks.pvamu.edu/
Verification of Enrollment	On-line at Panthertracks	http://panthertracks.pvamu.edu/
Veterans' Affairs	Veterans' Affairs Representative, Office of Undergraduate Admissions	3 rd Floor, Memorial Student Center
WebCT	Center for Distance Learning	123 New Science Building
Withdrawal from University (all classes)	Office of the Registrar	302 Memorial Student Center

Office of Student Financial Aid
Prairie View A&M University
(936) 261-1000

While most colleges and universities expect you and your family to contribute toward your education, financial aid can help close the gap between your resources and college costs. Financial aid is available from the federal government, states, colleges and private sources to help you pay for college or job training.

Grants are money you don't have to repay, usually based on financial need.

Scholarships are also free money for college, usually based on your area of study or merit, such as good grades, high test scores, athletic, musical or other special talents, heritage or community service.

Work-study programs – federal, state, and college – are student employment opportunities in which you earn money in a job on or off campus to help pay for your education.

Loans are money you borrow that has to be repaid with interest.

You should also explore the Americorps program, military and veteran benefits, education tax breaks and other options.

You apply for most financial aid by completing the Free Application for Federal Student Aid, the FAFSA. Keep in mind that Prairie View A&M University and scholarship organizations usually require additional applications to award private dollars.

Be sure to apply early and meet the deadlines because most financial aid funds are limited.

Utilizing the PVAMU Financial Aid Web Page

The University is moving toward using more electronic means of communication. Thus, the Prairie View A&M University Office of Student Financial Aid would like to announce its new and improved web page at www.pvamu.edu/faid. The Financial Aid web page provides a plethora of information regarding financial aid opportunities.

Getting Started...Applying for Financial Aid

1. Complete the Free Application for Federal Student Aid (FAFSA). Carefully read and follow the instructions in the FAFSA booklet. If you need assistance with the application process, you may call 1-800-FED-AID (1-800-433-3243) or the Office of Student Financial Aid at (936) 261-1000.
2. Mail your FAFSA in the envelope attached to the FAFSA booklet. FOR FASTER RESULTS, file your FAFSA via the Internet using FAFSA on the WEB

at <http://www.fafsa.ed.gov>. Be sure to follow all web instructions thoroughly and print, sign, and mail the signature page.

3. You will receive a Student Aid Report (SAR) from the US Department of Education within four or six weeks after you mail your FAFSA. Once you receive your SAR, review it for accuracy. If corrections are necessary, you should first contact the Office of Student Financial Aid for assistance. If the SAR is inaccurate, keep it for your personal records. The Office of Student Financial Aid also receives the SAR information and will contact you by mail should you need to submit any additional information.
4. Respond immediately to any request for information. Delays in submitting required documentation will delay the determination of your financial aid eligibility.
5. Institutional documents can be found on the Prairie View A&M University website at www.pvamu.edu/faid. Select “Online Forms” to retrieve required documents.

Enrollment Requirements for Receiving Financial Assistance

For a student to receive financial assistance, minimum semester credit hour enrollment requirements must be met. Refer to the following table to determine the number of hours required for you to receive financial assistance. You are responsible for meeting the minimum enrollment requirements. Receiving assistance to which you are not entitled or receiving assistance and then dropping to below the required number of semester credit hours may constitute a violation of University, state and/or federal policy. As a result, you may be required to repay financial assistance received.

Semester Credit Hours Required

Classification	Full-Time	Half-Time	Summer
Undergraduate	12 SCH	6 SCH	6 SCH
Graduate	9 SCH	6 SCH	6 SCH

Award Type	Minimum Hourly Requirements
All Scholarships	12 hours
Federal Pell Grants (undergraduates only)	3 hours
Grants (other than Pell)*	6 hours
Federal Perkins Loan	6 hours
Federal Stafford Loans	6 hours
B-On Time Loans	12 hours
Texas Grant	9 hours
Alternative (Private) Loans	3 hours

*** Limited funds can be received in less than six hours.**

ALL GRADUATE STUDENTS MUST ENROLL IN AT LEAST SIX (6) SEMESTER HOURS AND IN A DEGREE PROGRAM TO RECEIVE A STAFFORD LOAN. STUDENTS RECEIVING LOANS WHO HAVE NOT HAD ENTRANCE-LOAN COUNSELING MUST COMPLETE THIS COUNSELING SESSION PRIOR TO FINAL DISBURSEMENT OF THEIR LOAN.

Financial aid will not be disbursed during any pre-registration or orientation periods.

You must pay the full amount due for your first installment of your tuition and fees by the due date or your registration will be cancelled. This includes additional charges assessed to your fee bill after you have received your initial billing statement.

Withdrawal from classes

Students receiving funds awarded by the Office of Student Financial Aid should be aware of the following policies regarding withdrawal from the University. These policies are consistent with federal regulations.

Calculation of a tuition and fee refund due to withdrawal is limited to mandatory charges assessed to all students. Charges on a student's account for optional aid may or may not be considered in the calculation to determine refunds to Federal, State and/or University financial assistance programs. However, the total dollar value of optional Aid charges will be used to determine whether a repayment of any grant or loan will be required. Federal regulations require a refund calculation for all Title IV student financial assistance recipients at post-secondary institutions of higher education who withdraw during a payment period (semester). The length of time during which a refund must be calculated is up to 60% of the payment period.

Revised Satisfactory Academic Progress Policy (effective January 1, 2007)

Introduction

Prairie View A&M University is required by federal law (34 CFR 668.16 (e)) to define and enforce the standards of Satisfactory Academic Progress (SAP). All students receiving financial aid from federal, state and/or Prairie View A&M University sources must be making Satisfactory Academic Progress at Prairie View A&M University to establish and retain eligibility for student financial aid. Enrolled students applying for financial aid for the first time must demonstrate Satisfactory Academic Progress prior to applying for financial aid and must continue to meet Satisfactory Academic Progress standards.

SAP is measured at the end of every financial aid academic year (May). Once the Financial Aid Office receives the student's financial aid application for processing, the student's academic progress is measured using two components: **Qualitative and Quantitative Measures of Academic Progress**. If the student does not meet the minimum requirements for the two components, the student is not eligible for federal assistance. Students who have not improved their academic standing are placed on

financial aid suspension and notified by letter and/or email that their aid has been cancelled for the subsequent terms. Hence, students who are identified as making insufficient academic progress and continue to seek financial assistance, have the option to appeal.

Qualitative Measures of Academic Progress

The qualitative measure of academic progress is based on a grading scale of 0.00 to 4.00 and the students' enrollment classification.

Classification	Grade Point Average Requirement
Undergraduate Students	Minimum 2.00 GPA
Nursing Students	Minimum 2.00 GPA
Graduate Students	Minimum 3.00 GPA
Incoming freshmen, graduate and transfer students	Eligible for financial aid upon admission to the University

Once undergraduate students have attempted 24 hours, they must have achieved at least a minimum **2.00** cumulative grade point average. After attempting 12 hours, graduate students, must have a minimum cumulative **3.00 GPA**.

Quantitative Measures of Academic Progress

Students must successfully complete at least 75% of their credit hours at Prairie View A&M University. The following table provides an example of the number of credits a full-time student may attempt and successfully complete each semester:

Undergraduates

Semester	Credits Attempted	Minimum Credits Completed
1	12	9
2	24	18
3	36	27
4	48	36
5	60	45
6	72	54
7	84	63
8	96	72
9	108	81
10	120	90

11	132	99
12	144	108
13	156	117
14	168	126
15	180	135

Graduates

Semester	Credits Attempted	Minimum Credits Completed
1	9	7
2	18	14
3	27	20
4	36	27
5	45	34
6	54	41
7	63	47
8	72	54
9	81	61
10	90	68
11	99	74
12	100	75

Hours completed do not include the following grades; however, these hours are included in hours attempted:

Grade	Description
U	Unsatisfactory
I	Incomplete
W	Withdrawal from a course
WV	Withdrawal from the University Voluntarily
MW	Military Withdrawal

If a grade other than U, I, W, WV, and MW is received, courses that have been repeated will be counted for each enrollment as hours attempted, as well as, hours completed.

REMEDIAL COURSEWORK

If acceptance to a program has been confirmed, and the remedial coursework is necessary to complete the program, students may receive financial assistance for remedial coursework. Students cannot receive financial assistance for remedial coursework if their acceptance to a program is based on the completion of the remedial work.

Maximum Time Frame

Federal regulations specify that the maximum time frame during which a student is expected to finish an undergraduate program and receive Title IV funds may not exceed 150 percent of the published length of the program. Thus, an undergraduate is allowed a maximum of 180 credit hours to complete degree requirements. Unless the student can provide documentation of a graduation date of two semesters or less at the time of the appeal, federal financial assistance for undergraduate work will not be extended beyond this time frame.

Transfer students who are considered in good academic standing from the previous schools attended will be eligible for federal Title IV funds. Transfer credits will also be included in the maximum time frame.

Graduate students will be ineligible for aid if they do not meet their degree objectives after carrying the maximum number of credit hours listed below (whether or not they have received aid for all terms):

Classification	Total Attempted Hours Including Transfer Credit	Ratio of Completed Hours to Attempted Hours
Undergraduate (Students working on their first baccalaureate degree)	180 credit hours	75%
Graduate and Professional	100 hours beyond B.A.	75%

Appeal Process

Financial Aid Suspension Notification

Financial Aid Counselors typically assess satisfactory academic progress for each student at the end of each financial aid academic year. However, student academic records for mid-year transfer or reinstatement cases are reviewed to determine eligibility for federal assistance. If students are not making satisfactory academic progress, notifications are sent via email or letter informing students of their noncompliance. A student may apply for financial aid reinstatement by requesting a financial aid appeal. The financial aid appeal process allows the student to explain extenuating or unforeseeable circumstances that may have hindered the student's academic progress.

Step 1: Student must begin the financial aid reinstatement process by downloading the Financial Aid Appeal form from the [Financial Aid web page](#). Waivers based on extenuating circumstances (i.e. student injury or illness, death of student's relative, and/or other circumstances resulting in undue hardship to student) should be accompanied by documentation.

Step 2: Your Financial Aid Counselor will review the appeal provided within 48 hours. The Counselor may render one of the following decisions:

Decision	Description
Pending	Additional information is needed to render a decision.
Financial Aid Warning	Student may continue to receive student financial aid. Student must, however, have the minimum financial aid required GPA at the conclusion of the financial aid academic year.
Financial Aid Probation	Student may continue to receive student financial aid. Student must have the minimum financial aid required GPA at the conclusion of the financial aid academic year.
Financial Aid Probation - Reduction or Suspension of Loan Eligibility	Student may continue to receive student financial aid. Student loans will be reduced or suspended for one year. Student loan reinstatement is contingent upon the student showing evidence that their academic standing improved even though they were noncompliant.
Financial Aid Suspension	Student no longer eligible for the period of one year. Student must enroll and pay for classes out of pocket. Reinstatement is contingent upon the students showing evidence that their academic status has improved and in compliance with the University's Satisfactory Academic Progress Policy.

Step 3: Financial Aid Counselor will communicate the decision to the student via a letter and/or University email.

Viewing your Financial Aid Status and Award Using PantherTracks

Step 1: Open your web browser to <http://www.pvamu.edu/faid>

Step 2: Under 'Important Links' click on 'Check your Financial Aid Status'

Step 3: Click on 'Enter Student Services'

Step 4: If you are a current student, enter your university assigned student ID and PIN; if you are a new student enter your social security number in the student ID section and enter your six digit date of birth (e.g. October 1, 1970 = 100170) in the section for a PIN. Obtain your student ID then go back to enter your Student ID and date of birth (PIN).

Step 5: After you log in, click on 'Financial Aid' in the Navigation Bar.

Step 6: Select "Award Information by Year"

Step 7: If there are no award(s), go back to the Navigation Bar. Click on ‘Financial Aid’, and then click on ‘Student Requirements.’ This will outline the documents needed to complete the Financial Aid process.

Office of Student Financial Aid Important Deadlines and Priority Dates

October 15, 2007 – Spring 2008 priority submission date for a complete financial aid application file. A complete application file includes: (1) the Federal Student Aid Report received by the Office of Student Financial Aid; (2) all required documents received and processed (i.e. verification) (3) the student has been accepted for admission at PVAMU.

November 15, 2007 – Fall 2007 verification deadline.

December 1, 2007 – Notification of changes in student financial aid processing for upcoming year.

December 15, 2007 - Final date for processing financial aid awards in advance of 2008 spring registration with the assurance that awarded funds will be available for fee payment in January.

January 2, 2008 – [FAFSA on the Web](#), [Renewal FAFSA on the Web](#), and [Corrections on the Web](#) will be available for students. The Central Processor’s application processing system will begin processing new 2008-2009 Free Application for Federal Student Aid Applications. If you haven’t done so already, make sure that both you and your parents [Apply for a PIN](#). The Federal PIN will allow you and your parents (if applicable) to e-sign your FAFSA/Renewal FAFSA and allow you to submit corrections to your FAFSA. If you have forgotten your Federal PIN Number, you can always [Request a Duplicate PIN](#).

March 17, 2008 – Fall 2008 priority submission date for a complete financial aid application file. A complete application file includes: (1) the Federal Student Aid Report received by the Office of Student Financial Aid; (2) all required documents received and processed (i.e. verification); (3) the student has been accepted for admission at PVAMU.

April 15, 2008 – Spring 2008 verification deadline.

April 15, 2008 – Electronic financial aid award notifications for fall 2008 will be sent to the University email address of first-time freshmen and transfer students. The email will direct you to check your award status using [Panthertracks](#).

May 1, 2008 – Final date for processing financial aid awards in advance of 2008 summer registration with the assurance that awarded funds will be available for fee payment.

June 2, 2008 – After final spring grades are posted and Satisfactory Academic Progress calculated, electronic financial aid award notifications will be sent to the University email address of current students. The email will direct you to check your award status using [Panthertracks](#). Those students identified as not making Satisfactory Academic Progress will be notified via their University email address and provided instructions on how to appeal.

July 15, 2008 – Summer 2008 verification deadline.

August 1, 2008 – Final date for processing financial aid awards in advance of 2008 fall registration with the assurance that awarded funds will be available for fee payment in August.

October 15, 2008 – Spring 2009 priority submission date for a complete financial aid application file. A complete application file includes: (1) the Federal Student Aid Report received by the Office of Student Financial Aid; (2) all required documents received and processed (i.e. verification) and (3) the student has been accepted for admission.

November 17, 2008 – Fall 2008 verification deadline.

December 15, 2008 – Notification of changes in student financial aid processing for upcoming year.

April 15, 2009 – Spring 2009 verification deadline.

SPRING 2008 COMMENCEMENT

**Degree candidates must apply for graduation by
Saturday, February 2, 2008**

All students are required to make formal application for graduation by obtaining the application for graduation form on-line @ www.pvamu.edu and following the links to the Office of the Registrar home page or from the Office of the Registrar, Room 302 Memorial Student Center.

Applicant must complete the applicant's portion of the form, obtain advisor's and department head's signatures for approval and ensure that the form is received in the Office of the Registrar by the deadline dates.

An application fee is required as part of the application process. The applicant's tuition and fee account will be billed the applicable fee(s).

An absentia fee is required as a part of the application process if the applicant is not enrolled for the semester of graduation. The applicant's tuition and fee account will be billed the applicable fee. Note: The deadline for submittal of the application for graduation is posted on-line at www.pvamu.edu.

Graduation Application Deadline Dates

Semester	Graduation Application Deadline	Late Graduation Application Deadline Period*
Spring 2008	February 2, 2008	February 4 – 9, 2008
Summer 2008	June 9, 2008	June 10 – 13, 2008
Fall 2008	September 12, 2008	September 15 – 20, 2008

* Graduation Application Fee plus a \$25.00 late fee will be billed to student.

PROSPECTIVE CANDIDATES FOR GRADUATION

Prairie View A&M University will confer degrees at its May, August, and December commencement ceremonies. Degrees will be posted and diplomas available approximately 4 work weeks after the close of the semester. All prospective candidates for graduation are reminded of the following:

REMINDERS:

Applying for Graduation: All students are required to make formal application for graduation by obtaining the application for graduation form on-line @ www.pvamu.edu and following the links to the Office of the Registrar home page or from the Office of the Registrar, Room 302 Memorial Student Center.

Applicant must complete the applicant's portion of the form, obtain advisor's and department head's signatures for approval and ensure that the form is received in the Office of the Registrar by the deadline dates.

An application fee is required as part of the application process. The applicant's tuition and fee account will be billed the applicable fee(s).

An absentia fee is required as a part of the application process if the applicant is not enrolled for the semester of graduation. The applicant's tuition and fee account will be billed the applicable fee. Note: The deadline for submittal of the application for graduation is posted on-line at www.pvamu.edu.

A student must have on file in the Office of the Registrar, an official transcript on any grade received at the other institution prior to commencement. Students who do not meet this requirement will not be permitted to graduate and may not participate in the commencement exercise. A student who does not graduate because of failure to satisfy this requirement must reapply for graduation during the next graduation period. An official transcript is the only acceptable documentation of the completion of a graduation requirement.

Incomplete: All "Incomplete" grades in courses required for graduation must be removed by the date grades are due in the Office of Registrar for graduates.

Honors: Students who graduate with honors will be recognized by gold cords worn with academic attire at commencement. A student may graduate with honors in one of the following three categories:

Summa Cum Laude Cumulative GPA of: 3.9-4.00

Magna Cum Laude Cumulative GPA of: 3.7-3.89

Cum Laude Cumulative GPA of: 3.5-3.69

Note: Honor cords may be secured from the Commencement Marshall on the day of scheduled rehearsal.

Academic Attire: The recommended academic attire may be secured through the University Bookstore.

Note: Contact the PVAMU Bookstore @ (936) 857-4221/4229 for cost of academic attire and dates for purchasing and pick-up

Invitations: Graduation invitations may be ordered through the Bookstore.

Rehearsal: Commencement rehearsal announcements will be distributed to each department and throughout the PVAMU campus by way of the Commencement Marshall.

PRIORITY REGISTRATION SCHEDULES

Spring 2008 - Panthertracks Registration Schedule

DATE	CLASSIFICATION
November 6, 2007 – January 18, 2008	Graduates and Seniors
November 7, 2007 – January 18, 2008	Juniors
November 8, 2007 – January 18, 2008	Sophomores
November 9, 2007 – January 18, 2008	Freshmen

Summer 2008 - Panthertracks Registration Schedule (SIS)

DATE	CLASSIFICATION
April 8, 2008 – June 4, 2008	Graduates and Seniors
April 9, 2008 – June 4, 2008	Juniors
April 10, 2008 – June 4, 2008	Sophomores
April 11, 2008 – June 4, 2008	Freshmen

Fall 2008 - Panthertracks Registration Schedule (BANNER)

DATE	CLASSIFICATION
TBA	Graduates and Seniors
TBA	Juniors
TBA	Sophomores
TBA	Freshmen

Dates subject to change

Spring 2008 Off-Campus Schedule

Location	Dates	Times	Activity/Participants
University Center, The Woodlands, TX	November 29, 2007	4:00 pm – 7:00 pm	INFORMATION FAIR University Center Students
University Center, The Woodlands, TX	January 10, 2008	4:00 pm – 7:00 pm	ADVISEMENT/REGISTRATION University Center Students
Houston Nursing Center 6436 Fannin Street Suite 102 Houston, TX 77030	January 9, 2008	12:00 pm – 7:00 pm	ADVISEMENT/REGISTRATION Clinical Nursing Students
Houston Nursing Center 6436 Fannin Street Suite 102 Houston, TX 77030	January 10, 2008 AND January 15, 2008	5:00 pm – 7:00 pm	ADVISEMENT/REGISTRATION Vocational Educational Students



MAIN CAMPUS

New Science Building, room 123

SPRING 2008

3rd Class Day

Wednesday – January 16, 2008

8:00am-5:00pm

Students may attend *anytime* during the hours listed.

College of Nursing Houston Campus

9:00am-10:00am

SPRING 2008

Monday - January 14, 2008 and Tuesday January 15, 2008

Northwest Graduate Center

5:00pm – 6:00pm

SPRING 2008

Monday January 14, 2008 and Tuesday January 15, 2008

The University Center (Woodlands)

SPRING 2008

By appointment. Please call 936-261-3290 or 936-261-3282

Dallas Urban League Site

5:00pm – 7:00pm

SPRING 2008

Tuesday, January 22, 2008 *through* Wednesday January 23, 2008

Registration Notes

Academic advising is required prior to registration. The preferred method of registration is through Panther Tracks (WEB). Students are encouraged to contact their advisor for an appointment.

Failure to Pay Tuition and Fees

Registration consists of registering for courses and paying required fees. Fees are due the day you register for courses. If you do not pay your tuition and fees when due, you are not officially enrolled in the courses selected. Your name will be dropped from the class roll on the Census Day (Drop Day).

Caution: You are still responsible for withdrawing from the University.

Decided Not to Attend After Registering for Classes?

If you decide not to attend classes after registering for classes, you **must** withdraw from the university by obtaining a withdrawal form from the Office of the Registrar, Room 302, Memorial Student Center (MSC) or on-line @ www.pvamu.edu and following the links to the Office of the Registrar home page, securing all required signatures and submitting completed form to Office of the Registrar, MSC for processing. If away from the campus, you must write: Office of the Registrar, P.O. Box 519, Mail Stop # 1002, Prairie View, TX 77446. Upon formal withdrawing, charges may be prorated by Fiscal Affairs, according to the date received and the academic calendar. **If you do not notify the Office of the Registrar, you will be held responsible for any financial aid posted to your account, and you may receive grades of 'F.'** You may also be barred from future enrollment and receiving official transcripts.

Higher Tuition Rate for Resident Students with Excessive Undergraduate Credit Hours

Effective with the Fall 1999 semester, all resident students enrolling for the first time at a state institution of higher education in Texas will be subject to paying non-resident tuition rates for excessive undergraduate credit hours. The state has defined excessive undergraduate credit hours as attempted credit hours that exceed by at least 45 hours the number of hours required for completion of a student's declared degree plan. For students with undeclared majors, their degree plan is assumed to be 120 hours. We urge affected students to seek academic advisement throughout their college career, to minimize the number of excessive undergraduate hours and to avoid the higher tuition rates.

Limitations on Course Withdrawals

Effective September 1, 2007, institutions of higher education may not permit a student to drop more than six courses, including any course dropped at another institution of higher education. For specific details and/or exceptions to this rule contact the Office of the Registrar or the Dean of the respective academic unit. (Enacted by the 80th Legislative Session of the State of Texas-SB 1231)


Course Offerings

On campus, off campus and WEB-Based course offerings are not listed in this publication.

Course offerings can be view via Panthertracks as follows:

1. Access Panthertracks at the following website: <http://www.panthertracks.pvamu.edu>
2. Click on 'Course Sections' link to find available course for each term.
3. Select the Term and click *submit*
4. Select the Subject Area and click *submit*
5. Select the Course and click *submit*
6. Verify the 5 digit-Call Number which is required for registration

Course Sections

 You will need to use the section Call Number to drop or add a course. If a course section requires a special fee or has a prerequisite, a corequisite, or some other restriction, that information will appear under the other section information.

Spring 2008

[Select Another Subject](#) | [Select Another Course](#)

Section Title	Call Number	Status Seats Available	Activity	Days Time Location	Instructor	Session and Dates	Credits
ACCT-2113-001 FINANCIAL ACCT	10002	Open - 40 of 40	Lecture	TR 03:30-04:50PM Main Campus Hobart Thomas Taylor Sr Hall 2B216	STAFF	Normal Academic Term 01-14-08 to 04-29-08	3.00
ACCT-2113-002 FINANCIAL ACCT	10003	Open - 20 of 20	Lecture	TR 12:30-01:50PM Main Campus Hobart Thomas Taylor Sr Hall 2B209	STAFF	Normal Academic Term 01-14-08 to 04-29-08	3.00

Registration Information

Important steps before attempting to register for courses:

Clear All Holds-You will be required to clear all holds before registering for classes. You may access Panthertracks to determine if you have holds. Fiscal holds can be paid through the fiscal office with a personal check or credit card by calling 936-261-1903 or via Panthertracks. TSI and DEAC holds will only be cleared after all other holds are cleared and registration has occurred in the required developmental education course(s).

Advisement- Academic advising is required prior to registration. The preferred method of registration is through Panthertracks (WEB). Students are encouraged to contact their advisor for an appointment. Students requiring developmental courses (TSI or DEAC Review holds) must be advised and registered in the appropriate developmental course(s) by the TSI Office Staff.

Instructions for Panthertracks Registration and Course Entry

1. Clear all holds.
2. Meet with your departmental advisor for advisement and authorization for Panthertracks registration.
3. Access Panthertracks by going to www.pvamu.edu and click on “student portal,” identified by the “panther paw” at the top of the home page.
4. Click *ENTER STUDENT SERVICES*.
5. Enter *Student ID* and *PIN*, click Login (click *Home* and then click *FAQ for instructions*).
6. Under *Registration*, click *Drop/Add Classes*, choose the term from the drop down menu and click *Submit*.

Registration issues you may incur that will prevent you from registering via panthertracks:

- You have not been admitted for the term.
- You have a registration hold.
- You have not received advisement in your department and authorization to register via Panthertracks.
- You are trying to register before your assigned time
- You do not know your login or pin
- Your login/pin needs to be reset

Note: *You must have completed registration by the end of the late registration period. Please refer to the academic calendar for specific dates.*

7. In the *Add Class* section, enter the 5-digit course call numbers in the boxes provided from the approved new Advisement/Registration and Payment Form and follow web instructions.
8. Click submit after entering all course call numbers. If there are conflicts or closed classes you must return to your academic advisor for advisement and repeat the course entry steps beginning with step #3.
9. View course schedule by selecting *Detailed Schedule* or *Student Schedule*.
10. View account summary by selecting *Account Summary* (amount shown may not include room, board, parking and other miscellaneous fees).

Panthertracks Registration Notes

5 digit course call number	→	ADSY-1013 INTRO INFO SYSTEMS	3
		10048 001 LEC MWF 9-9:50 HOBT 2B221	STAFF -
		10050 003 LEC TR 2-3:20 HOBT 2B221	STAFF -

- Co- and/or pre-requisite requirements for any course you select must be met. Panthertracks will not allow registration in courses for which the co-requisite and/or pre-requisite has not been met.
- Students must register for corresponding labs sections, when indicated in the Schedule of Classes. Panthertracks Registration will not allow enrollment in a lecture without also registering for the required lab.
- 5000-8000 level courses require graduate level status.

Call the Office of the Registrar at 936-261-1000 or the IT Department Help Desk at 936-261-2525 if you need assistance with Panthertracks Registration.

Registration Information for Returning Students (Sophomore, Junior, & Senior) with TSI or DEAC Review Holds

Effective September 1, 2003 the Texas Academic Skills Program (TASP) legislation was repealed and replaced by the Texas Success Initiative (TSI).

Procedures

1. Student verifies that all other registration holds other than TSI or DEAC Review have been waived or removed before proceeding to the TSI Office, Delco Building, Room 137.
2. Registration in the appropriate developmental courses will be made by a member of the TSI staff. Once registration is made into the developmental course(s), the student will proceed to their designated departmental advisor for registration into all other courses.

Note: New controls in SIS prevent departmental advisors from dropping developmental courses.

3. Should a student need to add/drop a developmental course due to conflicts with other required courses, they must have an add/drop form **signed by their departmental advisor**. Students and advisors should ensure that the sections chosen are open and that another section of the developmental course is selected for registration.

REMINDERS FOR STUDENTS AND DEPARTMENTAL ADVISORS:

1. Students with TSI holds are restricted to taking no more than 16 hours per semester. Students with DEAC holds are restricted to taking no more than 12 hours per semester.
2. Students with TSI holds cannot register in 3000/4000 level courses until all TSI requirements have been met. The SIS system will not allow registration into these courses.

NOTE: Developmental course requirements will be met first. Add/drop forms that do not take all developmental course hours into consideration will not be processed.

NOTE: Students are advised to call their departments to ensure that advisors are available to advise them and sign advisements cards.

NOTE: Students without signed add/drop forms will be sent back to their department.

NOTE: If you receive a payment plan for a Past Due Balance, this hold is placed on a daily basis. For example, if you receive an approval for a payment plan on Monday, then before you can register on Tuesday you must ask the Fiscal Office to release the hold again.



**Prairie View A&M University
Texas Success Initiative (TSI)
INCOMING STUDENT INFORMATION**



Effective September 1, 2003, the Texas Academic Skills Program (TASP) law was repealed and replaced by the Texas Success Initiative (TSI). The TSI requires students to be assessed in Reading, Writing, and Mathematics skills PRIOR to enrolling in college and to be advised based on the results of the assessment. A student has satisfied the TSI requirements if she/he scores the following on the Texas Higher Education Assessment (THEA) test:

	Reading	Mathematics	Writing
THEA	230	230	220

A student is exempt from taking the THEA based on the following test scores (minimum):

TEST		Verbal	Math
SAT (SAT II scores are not acceptable)	1070 (Combined)	500	500
ACT	23 Composite	19	19
TAAS	1770 Writing	89 Reading	86
TAKS	3 Writing	2200 E/LA	2200

SAT and ACT scores are only valid for 5 years from the date of testing and all requirements listed above must be met on the same test date. TAAS and TAKS scores are valid for only three years from the date of testing and scores for exemption purposes must be on the first attempt. **The Texas Higher Education Coordinating Board (THECB) does not accept the Reading section of the ACT nor the Writing section of the SAT for THEA exemption.**

Other exemptions include:

1. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education
2. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment. A certified copy of orders or documentation showing length of service is required.
3. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of a reserve component of the armed forces of the United States. A certified copy of the certificate of release is required.

New Student Information

Prairie View A&M University will use the approved Texas Higher Education Assessment as the assessment tool for TSI. **Before students will be allowed to enroll at PVAMU they must have valid documentation on file for an exemption or they must have taken the THEA prior to enrolling in any college level classes.** [Prairie View A&M University will only accept COMPASS, ACCUPLACER, or ASSET scores when documented on an official transcript. It is the student's responsibility to verify that an institution administering the COMPASS, ACCUPLACER or ASSET test will be able to validate those scores on an official transcript; otherwise the student will need to take the THEA. Be advised that most institutions will only validate COMPASS, ACCUPLACER OR ASSET scores if the student enrolls in classes at that particular institution.] At PVAMU we administer THEA and Quick THEA. To register for the Regular THEA you may obtain a Registration Bulletin from your counselor and follow the instructions. Additional information can be obtained from the THEA website: <http://www.thea.nesinc.com/>

In-State Transfer Student Information

Students transferring from any Texas public institution must provide official transcripts showing their current TSI status. Please note that developmental courses do not transfer into PVAMU. Transfer students who have not met all of the TSI requirements will be placed in the PVAMU developmental sequence based upon THEA scores. Transfer students meeting a TSI requirement must have their status documented on an official transcript (Transferring grades in certain classes does not guarantee that the student has met the TSI requirement).

Out-of-State Transfer Student Information

Students transferring from out-of-state are still liable for meeting the TSI testing requirement before enrollment can occur. Out-of-state transfer students can meet TSI requirements by transferring in a grade of C or better in the following courses (or institutional equivalent courses):

Reading	HIST 1313, 1323 (US History to 1876, US History 1876 to present); POSC 1113, 1123 (American Government I, American Government II); ENGL 2153 (Intro to Literature); or PSYC 1113 (General Psychology)
Math	MATH 1113 (College Algebra) or higher
English	ENGL 1123 or 1133 (Freshman Composition I, Freshman Composition II)

Transfer students failing to meet all requirements must take the THEA in the appropriate subject area prior to enrollment.

QUICK THEA INFORMATION

PVAMU Quick THEA Procedures:

Call the Testing, Tracking, Assessment and Evaluation Unit at (936) 261-3610 or sign up at Room 238 - Delco Building, to reserve a seat.
Pay the \$29 on the day of the test. This payment may be made with a personal check, money order, VISA or Master Card, or purchase order (we do not accept cash). Make sure your personal check or money order is made payable to NES. Be sure to write your social security number on your payment.
Bring two (2) forms of identification (one with a recent photo).
Bring two (2) No. 2 pencils

IMPORTANT NOTES about Quick THEA:

Score reports are guaranteed within (10) working days. Scores may not be produced if any or all outstanding fees that are applicable are not paid in full. The test session is (5) hours long. The time may be used to work on any or all three sections of the test.

All of the above information is subject to change without notice. To be assured of accuracy of information, students are encouraged to consult the Office of Testing, Tracking, Assessment and Evaluation at 936/261-3610.

READING

THEA SCORE RANGE	COURSE PLACEMENT
199 or below	RDNG 0100
200-215	RDNG 0112
216-229	RDNG 0131
230	Passing Score

Successful Path through Reading

1. RDNG 0100, RDNG 0112 & RDNG 0131 require a grade of 'C' or better to move to the next level class.
2. Movement may also occur by presenting new THEA scores.
3. Developmental sequence is completed after receiving a grade of C or better in RDNG 0131.

Restricted Courses:

Students who have not met the TSI Reading requirement are restricted from taking the following courses until the TSI Reading requirement is met by either passing the THEA or successfully completing the developmental Reading sequence: HIST 1313; HIST 1323; POSC 1113; POSC 1123; PSYC 1113; or, ENGL 2153.

*Students who have not met all TSI requirements are limited to enrollment in a maximum of 16 credit hours.

All of the above information is subject to change without notice.

MATHEMATICS

THEA SCORE RANGE	COURSE PLACEMENT
200 and below	MATH 0100
201-217	MATH 0113
218-229	MATH 0133
230	Passing Score

Successful Path through Math

1. MATH 0100, MATH 0113 & MATH 0133 require a grade of 'C' or better to move to the next level.
2. Movement may also occur by presenting a higher THEA scores.
3. Developmental sequence is completed after receiving a grade of C or better in MATH 0133.

Restricted Courses:

Students who have not met the TSI Math requirement are restricted from taking MATH 1113 or any higher MATH course until the TSI Mathematics requirement is met by either the THEA or successfully completing the developmental Mathematics sequence.

Students who fail to make satisfactory academic progress toward satisfying TSI requirements will be reviewed by the Developmental Education Advisory Council and are subject to registration and enrollment restrictions.

WRITING

THEA SCORE RANGE	COURSE PLACEMENT
170 or below	ENGL 0100
171-200	ENGL 0112
201-219	ENGL 0131
220	Passing Score

Successful Path through Writing

1. ENGL 0100, ENGL 0112, & ENGL 0131 require a grade of 'C' or better to move to the next level class.
2. Movement may also occur by presenting a higher THEA scores.
3. Developmental sequence is completed after receiving a grade of C or better in ENGL 0131.

Restricted Courses:

Students who have not met the TSI Writing requirement are restricted from taking ENGL 1123; ENGL 1133; ENGL 1143 until the TSI Writing requirement is met by either passing the THEA or successfully completing the developmental Writing sequence.

*Students who have not met all TSI requirements may not enroll in 3000/4000 level classes to include independent study courses.

Note: This is a brief synopsis of the PVAMU Developmental Education Plan (effective June 2004). Please contact the Office of Testing, Tracking, Assessment and Evaluation at 936/261-3610 if you have any questions.

Resolution of Transfer Disputes for Lower-Division Courses

To assist students who transfer to Prairie View A&M University from other public colleges and universities in Texas, the University carefully evaluates course credits presented for acceptance toward fulfillment of degree requirements. In the event the University denies credit for a course a student has taken at another institution, notification of that denial will be transmitted to the student and to the institution at which the credit was earned.

a) The following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:

(1) 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.

(2) 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.

(3) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

(4) 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 sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

(b) The Commissioner or the 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.

(d) 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.

(e) If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Source Note: *The provisions of this §4.27 adopted to be effective May 27, 2003, 28 TexReg 4109*

UNIVERSITY CLASS ATTENDANCE POLICY

Effective September 1, 1998

Class Attendance

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video. Excessive absenteeism, whether EXCUSED or UNEXCUSED, may result in a student's course grade being reduced or in a student's being assigned a grade of "F." Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Excused Absences

Students are required to attend all class meetings. Absences due to illness, attendance at university approved activities, and family or other emergencies constitute EXCUSED ABSENCES and must be supported by documentation presented to the instructor prior to or immediately upon the student's return to class.

Students are responsible for all oral and written examinations as well as all assignments (e.g., projects, papers, reports) whether absence is Excused or Unexcused.

Unexcused Absences

Accumulation of one week of unexcused absences (for the number of clock hours equivalent to the credit for the course) constitutes excessive absenteeism. The instructor is not required to accept assignments as part of the course requirement when the student's absence is unexcused. Each course syllabus will include a clear statement relative to whether late or past due assignments will be accepted toward satisfying the course requirements.

A student who believes that the penalty received following violation of this attendance policy is unjust may first confer with his/her academic advisor. If necessary, the matter may be appealed in writing to the course instructor, the instructor's department head, and finally, to the instructor's dean who must refer the matter to the Chair, Admissions and Academic Standards Committee if it cannot be resolved within the college offering the course.

Absences on Religious Holy Days

In accordance with Texas Education Code, Section 61.003, subdivision (7), a student may be absent from classes for the observance of a religious holy day and will be permitted to take missed examinations and complete missed assignments provided the student has notified the instructor of the planned absence in writing and receipt of that notice has been acknowledged by the instructor in writing. "A religious holy day means a holy day observed by a religion whose place of worship is exempt from property taxation under the Texas Tax Code, Section 11.20."

Public Notice

To All Prairie View A&M University Students

The Office of the Registrar frequently receives request for student demographic information. This information, generally referred to as “directory information,” is subject to disclosure as public information and includes the following: name, address, telephone listings, electronic mail address, major field of study, date/place of birth, photographs, participation in officially recognized activities/sports, weight/height of members of athletic teams, enrollment status, dates of attendance, student classification, degree/awards/honors received, and the most recent educational agency or institution attended by the student.

Prairie View A&M University adheres to the Family Education Rights and Privacy Act of 1974 (FERPA), thus, the Registrar’s Office hereby gives Public Notification that the above student information will be released to those who request information unless you notify the office that this information should not be released. If you do not want the above information released, you must complete a Request to Prevent Disclosure of Directory Information Form, otherwise, it will be assumed that that above information may be disclosed for the remainder of the current year. The Request to Prevent Disclosure of Directory Information Forms are located in Room 302, Memorial Student Center.

Student Records

The University maintains educational records for students in the Office of the Registrar. Upon receipt of a written 3-day advance request, provisions will be made for students and parents of dependent students, to review and inspect the accuracy of records when appropriate.

Student records are regarded as confidential, and therefore are released only for use by faculty and professional staff for authorized University related purposes. A student’s educational records are released only with written consent of the student or due to subpoena by a court of law.

LEGAL REQUIREMENTS FOR STUDENTS ATTENDING PRAIRIE VIEW A&M UNIVERSITY

When the Texas Legislature established the installment payment plan for the student tuition and fees, it also established penalties for the nonpayment of fees. The law states:

"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 may be denied credit for the work done that semester."

UNPAID OBLIGATIONS

Students who do not fulfill their financial obligations when due are subject to the following actions by the University:

1. Class Cancellation

Students failing to make a minimum payment of 50% of their tuition and fees on the day classes are selected, will be dropped from enrollment of classes **Wednesday, January 30, 2008**. On-campus students will be required to pay a prorated portion of the room, board and laundry charges if dropped from enrollment for non-payment of fees. If you are dropped from enrollment or if you do not plan to attend the University after you have registered for classes, you **must** officially withdraw from the University with the Registrar's office or be held responsible for any charges or Financial Aid posted to your account.

2. Late Payment Penalties

Students on the Installment Payment Plan who fail to make the second or third installment amounts by the required due dates will be assessed a \$50.00 installment late fee per late payment.

3. Registration and Transcript Holds

Privileges subject to suspension are the release of official transcripts and registration for future semesters. Privileges will be restored upon payment of all outstanding charges.

All checks accepted by the university must clear the bank on which they are drawn. Students who write checks that do not clear the bank will be required to pay a return check fee of \$25.00. **No personal checks will be accepted on past due balances or during the class reinstatement period.**

ATTENTION

UNPAID OBLIGATIONS MUST BE PAID PRIOR TO REGISTRATION.

STUDENTS THAT HAVE WRITTEN PERSONAL CHECKS, AND ARE RECEIVING AN OVERPAYMENT AND THE OVERPAYMENT IS LESS THAN OR EQUAL TO THE AMOUNT OF THE PERSONAL CHECK, MUST PROVIDE PROOF THAT THEIR CHECK CLEARED OR WAIT APPROXIMATELY TWO WEEKS FROM THE DAY THE CHECK WAS PRESENTED TO THE UNIVERSITY BEFORE THE OVERPAYMENT IS ISSUED. IF THE OVERPAYMENT IS IN EXCESS OF THE PERSONAL CHECK, THE STUDENT CAN ONLY RECEIVE THE EXCESS AMOUNT AND THEN FOLLOW THE PROCESS ABOVE TO RECEIVE THE ADDITIONAL FUNDS.

FEE PAYMENT PLANS

Prairie View A&M University offers the following fee payment plans for the payment of tuition and fees during the Fall and Spring Semesters:

1. Full payment of tuition and fees in advance of the beginning of the semester.
(Fees are due the same day you select courses)
2. Installment Payment Plan:
 - Installment # 1 - one-half payment of tuition and fees in advance of the beginning of the semester, **(Fees are due the same day you select courses). Payment must be received no later than January 30, 2008.**
 - Installment # 2 - one-quarter payment prior to the start of the sixth class week, **(February 15, 2008)**
 - Installment # 3 - one-quarter payment prior to the start of the eleventh class week. **(March 21, 2008)**

If you elect the installment payment plan option, you must consent to an agreement that states the following:

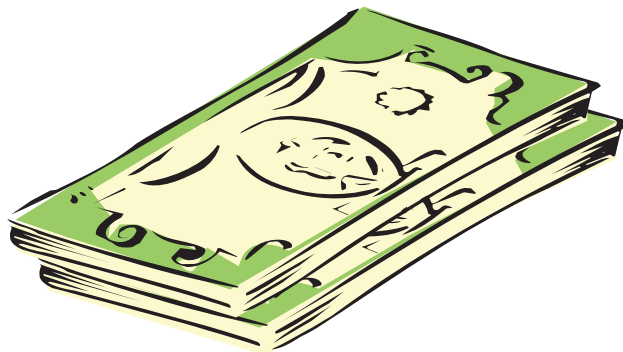
“I accept and agree to pay all tuition, fees, and charges associated with my attendance to Prairie View A&M University in accordance with the authorized payment plans. I understand I am responsible for maintaining my correct address and telephone contact information in PANTHERTRACKS. It is my responsibility to follow the degree plan as provided by my advisor.”

If the above agreement has not been made by the student, full payment of total tuition & fees will be due by January 30, 2008. The agreement can be obtained on-line through Panthertracks.

NOTE: IF YOU ELECT FEE PAYMENT PLAN 2, YOU WILL BE ASSESSED A \$36.00 INSTALLMENT CARRYING FEE. STUDENTS WILL BE DROPPED FROM ENROLLMENT FOR FAILURE TO MEET THE 1ST INSTALLMENT. FAILURE TO MEET THE 2ND AND 3RD INSTALLMENTS WILL RESULT IN A \$50.00 INSTALLMENT LATE FEE PER INSTALLMENT.

FEEES ARE DUE THE DAY YOU REGISTER FOR COURSES!!!

<i>Bottom of Fee Receipt</i>		
Due at Registration ≡	Current Due: (1/2 of total tuition & fees) (Payment due no later than January 30, 2008)	\$3,175.00
	Amount Due: February 15, 2008	\$1,587.50
	Amount Due: March 21, 2008	\$1,587.50
	TOTAL DUE:	\$6,350.00



CLASS CANCELLATION
DATE FOR NON-PAYMENT
OF FEES FOR SPRING 2008
IS

WEDNESDAY,
JANUARY 30, 2008 BY
5:00 P.M.

PAY ON-LINE AT WWW.PVAMU.EDU

IF THE 1ST INSTALLMENT(CURRENT AMOUNT DUE) IS
NOT PAID BY THIS DATE, YOUR CLASS RESERVATIONS
WILL BE CANCELLED. IF REINSTATEMENT IS GRANTED,
THERE WILL BE A REINSTATEMENT FEE OF \$75.00. IF
YOU DO NOT PLAN TO ATTEND THE UNIVERSITY AFTER
REGISTERING FOR SPRING 2008, YOU **MUST** PROPERLY
WITHDRAW FROM THE UNIVERSITY WITH THE
REGISTRAR'S OFFICE BY JANUARY 30, 2008 OR YOU WILL
BE HELD RESPONSIBLE FOR ALL FEES AND GRADES
POSTED TO YOUR ACCOUNT.

****NO EXCEPTIONS****

PRAIRIE VIEW A&M UNIVERSITY

INSTALLMENT PLAN

SPRING 2008

IMPORTANT DATES

Minimum Payment 1st Installment ---- Due the day you select Courses.
If **NOT** paid by JANUARY 30, 2008, by 5:00 p.m. CST your classes will be cancelled.

2nd Installment Due	-----	February 15, 2008 (by 5:00 p.m.)
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Late Fee Charge	\$50.00	February 15, 2008 (after 5:00 p.m.)
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3rd Installment Due	-----	March 21, 2008 (by 5:00 p.m.)
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Late Fee Charge	\$50.00	March 21, 2008 (after 5:00 p.m.)
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PAYMENT OPTIONS

PAYMENT BY WEB - Pay on-line at www.pvamu.edu. To access your account, click on “on-line services” and then select “panthertracks for students” and login to “enter student services”. We accept VISA, MASTERCARD, AMERICAN EXPRESS AND DISCOVER.

CASHIER'S WINDOW - W.R. Banks Bldg. Room 124 from 9:00 a.m. until 3:00 p.m. CST Monday thru Friday.

PAYMENT DROP BOX - W.R. Banks Northeast corner (outside). Please drop payments in sufficient time to meet deadline dates/times. (Avoid Long Lines)

CREDIT CARD CALL-INS - Treasury Services Office, area code (936) 261-1903 between the hours of 9:00 a.m. and 3:00 p.m. CST for VISA, MASTERCARD, AMERICAN EXPRESS AND DISCOVER payments.

MAIL-INS - Prairie View A&M University(Attn: Treasury Services), P.O. Box 519, Mail Stop 1329, Prairie View, Texas 77446. Please mail in sufficient time for payments to be received in the Treasury Services Office by the deadline dates. Please indicate student's name and identification number on payment.

Should you have questions about your bill, please call (936) 261-1903

***Note:** Please do not wait to receive a billing notice via e-mail to pay your bill. Your statement can be accessed on-line through PANTHERTRACKS for students at <http://panthertracks.pvamu.edu/>. If you register after the pre-registration period, you may not receive a billing notice via e-mail or regular mail.

**FEES ARE DUE THE DAY COURSES
ARE SELECTED!**

PRAIRIE VIEW A&M UNIVERSITY
SEMESTER FEE SCHEDULE
SPRING 2008

A	B	C	D	E	F	G	H	I	J	K	L	M	O
SEM. CR. HOURS	Resident STATUS	TUITION*	STUDENT SERVICE	UNIV. INFO. & TECH FEE	STUDENT HEALTH	STUDENT CENTER	RECORDS PROCESSING	I.D.	INSTALLMENT CARRYING	LIBRARY ACCESS	INTERNATIONAL EDUCATION	ATHLETIC FEE	GRAND TOTAL
21	G/R/COB & N	4,095.00	150.00	294.00	65.00	40.00	17.00	5.00	36.00	294.00	1.00	150.00	5,147.00
21	G/N/R/COB	9,975.00	150.00	294.00	65.00	40.00	17.00	5.00	36.00	294.00	1.00	150.00	11,027.00
21	G/R	3,675.00	150.00	294.00	65.00	40.00	17.00	5.00	36.00	294.00	1.00	150.00	4,727.00
21	G/N/R	9,555.00	150.00	294.00	65.00	40.00	17.00	5.00	36.00	294.00	1.00	150.00	10,607.00
21	R	3,045.00	150.00	294.00	65.00	40.00	17.00	5.00	36.00	294.00	1.00	150.00	4,097.00
21	N/R	8,883.00	150.00	294.00	65.00	40.00	17.00	5.00	36.00	294.00	1.00	150.00	9,935.00
20	G/R/COB & N	3,900.00	150.00	280.00	65.00	40.00	17.00	5.00	36.00	280.00	1.00	150.00	4,924.00
20	G/N/R/COB	9,500.00	150.00	280.00	65.00	40.00	17.00	5.00	36.00	280.00	1.00	150.00	10,524.00
20	G/R	3,500.00	150.00	280.00	65.00	40.00	17.00	5.00	36.00	280.00	1.00	150.00	4,524.00
20	G/N/R	9,100.00	150.00	280.00	65.00	40.00	17.00	5.00	36.00	280.00	1.00	150.00	10,124.00
20	R	2,900.00	150.00	280.00	65.00	40.00	17.00	5.00	36.00	280.00	1.00	150.00	3,924.00
20	N/R	8,460.00	150.00	280.00	65.00	40.00	17.00	5.00	36.00	280.00	1.00	150.00	9,484.00
19	G/R/COB & N	3,705.00	150.00	266.00	65.00	40.00	17.00	5.00	36.00	266.00	1.00	150.00	4,701.00
19	G/N/R/COB & N	9,025.00	150.00	266.00	65.00	40.00	17.00	5.00	36.00	266.00	1.00	150.00	10,021.00
19	G/R	3,325.00	150.00	266.00	65.00	40.00	17.00	5.00	36.00	266.00	1.00	150.00	4,321.00
19	G/N/R	8,645.00	150.00	266.00	65.00	40.00	17.00	5.00	36.00	266.00	1.00	150.00	9,641.00
19	R	2,755.00	150.00	266.00	65.00	40.00	17.00	5.00	36.00	266.00	1.00	150.00	3,751.00
19	N/R	8,037.00	150.00	266.00	65.00	40.00	17.00	5.00	36.00	266.00	1.00	150.00	9,033.00
18	G/R/COB & N	3,510.00	150.00	252.00	65.00	40.00	17.00	5.00	36.00	252.00	1.00	150.00	4,478.00
18	G/N/R/COB & N	8,550.00	150.00	252.00	65.00	40.00	17.00	5.00	36.00	252.00	1.00	150.00	9,518.00
18	G/R	3,150.00	150.00	252.00	65.00	40.00	17.00	5.00	36.00	252.00	1.00	150.00	4,118.00
18	G/N/R	8,190.00	150.00	252.00	65.00	40.00	17.00	5.00	36.00	252.00	1.00	150.00	9,158.00
18	R	2,610.00	150.00	252.00	65.00	40.00	17.00	5.00	36.00	252.00	1.00	150.00	3,578.00
18	N/R	7,614.00	150.00	252.00	65.00	40.00	17.00	5.00	36.00	252.00	1.00	150.00	8,582.00
17	G/R/COB & N	3,315.00	150.00	238.00	65.00	40.00	17.00	5.00	36.00	238.00	1.00	150.00	4,255.00
17	G/N/R/COB & N	8,075.00	150.00	238.00	65.00	40.00	17.00	5.00	36.00	238.00	1.00	150.00	9,015.00
17	G/R	2,975.00	150.00	238.00	65.00	40.00	17.00	5.00	36.00	238.00	1.00	150.00	3,915.00
17	G/N/R	7,735.00	150.00	238.00	65.00	40.00	17.00	5.00	36.00	238.00	1.00	150.00	8,675.00
17	R	2,465.00	150.00	238.00	65.00	40.00	17.00	5.00	36.00	238.00	1.00	150.00	3,405.00
17	N/R	7,191.00	150.00	238.00	65.00	40.00	17.00	5.00	36.00	238.00	1.00	150.00	8,131.00
16	G/R/COB & N	3,120.00	150.00	224.00	65.00	40.00	17.00	5.00	36.00	224.00	1.00	150.00	4,032.00
16	G/N/R/COB & N	7,600.00	150.00	224.00	65.00	40.00	17.00	5.00	36.00	224.00	1.00	150.00	8,512.00
16	G/R	2,800.00	150.00	224.00	65.00	40.00	17.00	5.00	36.00	224.00	1.00	150.00	3,712.00
16	G/N/R	7,280.00	150.00	224.00	65.00	40.00	17.00	5.00	36.00	224.00	1.00	150.00	8,192.00
16	R	2,320.00	150.00	224.00	65.00	40.00	17.00	5.00	36.00	224.00	1.00	150.00	3,232.00
16	N/R	6,788.00	150.00	224.00	65.00	40.00	17.00	5.00	36.00	224.00	1.00	150.00	7,680.00
15	G/R/COB & N	2,925.00	150.00	210.00	65.00	40.00	17.00	5.00	36.00	210.00	1.00	150.00	3,809.00
15	G/N/R/COB & N	7,125.00	150.00	210.00	65.00	40.00	17.00	5.00	36.00	210.00	1.00	150.00	8,009.00
15	G/R	2,625.00	150.00	210.00	65.00	40.00	17.00	5.00	36.00	210.00	1.00	150.00	3,509.00
15	G/N/R	6,825.00	150.00	210.00	65.00	40.00	17.00	5.00	36.00	210.00	1.00	150.00	7,709.00
15	R	2,175.00	150.00	210.00	65.00	40.00	17.00	5.00	36.00	210.00	1.00	150.00	3,059.00
15	N/R	6,345.00	150.00	210.00	65.00	40.00	17.00	5.00	36.00	210.00	1.00	150.00	7,229.00
14	G/R/COB & N	2,730.00	150.00	196.00	65.00	40.00	17.00	5.00	36.00	196.00	1.00	140.00	3,576.00
14	G/N/R/COB & N	6,650.00	150.00	196.00	65.00	40.00	17.00	5.00	36.00	196.00	1.00	140.00	7,496.00
14	G/R	2,450.00	150.00	196.00	65.00	40.00	17.00	5.00	36.00	196.00	1.00	140.00	3,296.00
14	G/N/R	6,370.00	150.00	196.00	65.00	40.00	17.00	5.00	36.00	196.00	1.00	140.00	7,216.00
14	R	2,030.00	150.00	196.00	65.00	40.00	17.00	5.00	36.00	196.00	1.00	140.00	2,876.00
14	N/R	5,922.00	150.00	196.00	65.00	40.00	17.00	5.00	36.00	196.00	1.00	140.00	6,768.00
13	G/R/COB & N	2,535.00	150.00	182.00	65.00	40.00	17.00	5.00	36.00	182.00	1.00	130.00	3,343.00
13	G/N/R/COB & N	6,175.00	150.00	182.00	65.00	40.00	17.00	5.00	36.00	182.00	1.00	130.00	6,983.00
13	G/R	2,275.00	150.00	182.00	65.00	40.00	17.00	5.00	36.00	182.00	1.00	130.00	3,083.00
13	G/N/R	5,915.00	150.00	182.00	65.00	40.00	17.00	5.00	36.00	182.00	1.00	130.00	6,723.00
13	R	1,885.00	150.00	182.00	65.00	40.00	17.00	5.00	36.00	182.00	1.00	130.00	2,693.00
13	N/R	5,499.00	150.00	182.00	65.00	40.00	17.00	5.00	36.00	182.00	1.00	130.00	6,307.00

12	G/R/COB & N	2,340.00	150.00	168.00	65.00	40.00	17.00	5.00	36.00	168.00	1.00	120.00	3,110.00
12	G/N/R/COB & N	5,700.00	150.00	168.00	65.00	40.00	17.00	5.00	36.00	168.00	1.00	120.00	6,470.00
12	G/R	2,100.00	150.00	168.00	65.00	40.00	17.00	5.00	36.00	168.00	1.00	120.00	2,870.00
12	G/N/R	5,460.00	150.00	168.00	65.00	40.00	17.00	5.00	36.00	168.00	1.00	120.00	6,230.00
12	R	1,740.00	150.00	168.00	65.00	40.00	17.00	5.00	36.00	168.00	1.00	120.00	2,510.00
12	N/R	5,076.00	150.00	168.00	65.00	40.00	17.00	5.00	36.00	168.00	1.00	120.00	5,846.00
11	G/R/COB & N	2,145.00	150.00	154.00	65.00	40.00	17.00	5.00	36.00	154.00	1.00	110.00	2,877.00
11	G/N/R/COB & N	5,225.00	150.00	154.00	65.00	40.00	17.00	5.00	36.00	154.00	1.00	110.00	5,957.00
11	G/R	1,925.00	150.00	154.00	65.00	40.00	17.00	5.00	36.00	154.00	1.00	110.00	2,657.00
11	G/N/R	5,005.00	150.00	154.00	65.00	40.00	17.00	5.00	36.00	154.00	1.00	110.00	5,737.00
11	R	1,595.00	150.00	154.00	65.00	40.00	17.00	5.00	36.00	154.00	1.00	110.00	2,327.00
11	N/R	4,653.00	150.00	154.00	65.00	40.00	17.00	5.00	36.00	154.00	1.00	110.00	5,385.00
10	G/R/COB & N	1,950.00	140.00	140.00	65.00	40.00	17.00	5.00	36.00	140.00	1.00	100.00	2,634.00
10	G/N/R/COB & N	4,750.00	140.00	140.00	65.00	40.00	17.00	5.00	36.00	140.00	1.00	100.00	5,434.00
10	G/R	1,750.00	140.00	140.00	65.00	40.00	17.00	5.00	36.00	140.00	1.00	100.00	2,434.00
10	G/N/R	4,550.00	140.00	140.00	65.00	40.00	17.00	5.00	36.00	140.00	1.00	100.00	5,234.00
10	R	1,450.00	140.00	140.00	65.00	40.00	17.00	5.00	36.00	140.00	1.00	100.00	2,134.00
10	N/R	4,230.00	140.00	140.00	65.00	40.00	17.00	5.00	36.00	140.00	1.00	100.00	4,914.00
9	G/R/COB & N	1,755.00	126.00	126.00	65.00	40.00	17.00	5.00	36.00	126.00	1.00	90.00	2,387.00
9	G/N/R/COB & N	4,275.00	126.00	126.00	65.00	40.00	17.00	5.00	36.00	126.00	1.00	90.00	4,907.00
9	G/R	1,575.00	126.00	126.00	65.00	40.00	17.00	5.00	36.00	126.00	1.00	90.00	2,207.00
9	G/N/R	4,095.00	126.00	126.00	65.00	40.00	17.00	5.00	36.00	126.00	1.00	90.00	4,727.00
9	R	1,305.00	126.00	126.00	65.00	40.00	17.00	5.00	36.00	126.00	1.00	90.00	1,937.00
9	N/R	3,807.00	126.00	126.00	65.00	40.00	17.00	5.00	36.00	126.00	1.00	90.00	4,439.00
8	G/R/COB & N	1,560.00	112.00	112.00	65.00	40.00	17.00	5.00	36.00	112.00	1.00	80.00	2,140.00
8	G/N/R/COB & N	3,800.00	112.00	112.00	65.00	40.00	17.00	5.00	36.00	112.00	1.00	80.00	4,380.00
8	G/R	1,400.00	112.00	112.00	65.00	40.00	17.00	5.00	36.00	112.00	1.00	80.00	1,980.00
8	G/N/R	3,640.00	112.00	112.00	65.00	40.00	17.00	5.00	36.00	112.00	1.00	80.00	4,220.00
8	R	1,160.00	112.00	112.00	65.00	40.00	17.00	5.00	36.00	112.00	1.00	80.00	1,740.00
8	N/R	3,384.00	112.00	112.00	65.00	40.00	17.00	5.00	36.00	112.00	1.00	80.00	3,964.00
7	G/R/COB & N	1,365.00	98.00	98.00	65.00	40.00	17.00	5.00	36.00	98.00	1.00	70.00	1,893.00
7	G/N/R/COB & N	3,325.00	98.00	98.00	65.00	40.00	17.00	5.00	36.00	98.00	1.00	70.00	3,853.00
7	G/R	1,225.00	98.00	98.00	65.00	40.00	17.00	5.00	36.00	98.00	1.00	70.00	1,753.00
7	G/N/R	3,185.00	98.00	98.00	65.00	40.00	17.00	5.00	36.00	98.00	1.00	70.00	3,713.00
7	R	1,015.00	98.00	98.00	65.00	40.00	17.00	5.00	36.00	98.00	1.00	70.00	1,543.00
7	N/R	2,961.00	98.00	98.00	65.00	40.00	17.00	5.00	36.00	98.00	1.00	70.00	3,489.00
6	G/R/COB & N	1,170.00	84.00	84.00	65.00	40.00	17.00	5.00	36.00	84.00	1.00	60.00	1,646.00
6	G/N/R/COB & N	2,850.00	84.00	84.00	65.00	40.00	17.00	5.00	36.00	84.00	1.00	60.00	3,326.00
6	G/R	1,050.00	84.00	84.00	65.00	40.00	17.00	5.00	36.00	84.00	1.00	60.00	1,526.00
6	G/N/R	2,730.00	84.00	84.00	65.00	40.00	17.00	5.00	36.00	84.00	1.00	60.00	3,206.00
6	R	870.00	84.00	84.00	65.00	40.00	17.00	5.00	36.00	84.00	1.00	60.00	1,346.00
6	N/R	2,538.00	84.00	84.00	65.00	40.00	17.00	5.00	36.00	84.00	1.00	60.00	3,014.00
5	G/R/COB & N	975.00	70.00	70.00	65.00	40.00	17.00	5.00	36.00	70.00	1.00	50.00	1,399.00
5	G/N/R/COB & N	2,375.00	70.00	70.00	65.00	40.00	17.00	5.00	36.00	70.00	1.00	50.00	2,799.00
5	G/R	875.00	70.00	70.00	65.00	40.00	17.00	5.00	36.00	70.00	1.00	50.00	1,299.00
5	G/N/R	2,275.00	70.00	70.00	65.00	40.00	17.00	5.00	36.00	70.00	1.00	50.00	2,699.00
5	R	725.00	70.00	70.00	65.00	40.00	17.00	5.00	36.00	70.00	1.00	50.00	1,149.00
5	N/R	2,115.00	70.00	70.00	65.00	40.00	17.00	5.00	36.00	70.00	1.00	50.00	2,539.00
4	G/R/COB & N	780.00	56.00	56.00	65.00	40.00	17.00	5.00	36.00	56.00	1.00	40.00	1,152.00
4	G/N/R/COB & N	1,900.00	56.00	56.00	65.00	40.00	17.00	5.00	36.00	56.00	1.00	40.00	2,272.00
4	G/R	700.00	56.00	56.00	65.00	40.00	17.00	5.00	36.00	56.00	1.00	40.00	1,072.00
4	G/N/R	1,820.00	56.00	56.00	65.00	40.00	17.00	5.00	36.00	56.00	1.00	40.00	2,192.00
4	R	580.00	56.00	56.00	65.00	40.00	17.00	5.00	36.00	56.00	1.00	40.00	952.00
4	N/R	1,692.00	56.00	56.00	65.00	40.00	17.00	5.00	36.00	56.00	1.00	40.00	2,064.00
3	G/R/COB & N	585.00	42.00	42.00	65.00	40.00	17.00	5.00	36.00	42.00	1.00	30.00	905.00
3	G/N/R/COB & N	1,425.00	42.00	42.00	65.00	40.00	17.00	5.00	36.00	42.00	1.00	30.00	1,745.00
3	G/R	525.00	42.00	42.00	65.00	40.00	17.00	5.00	36.00	42.00	1.00	30.00	845.00
3	G/N/R	1,365.00	42.00	42.00	65.00	40.00	17.00	5.00	36.00	42.00	1.00	30.00	1,685.00
3	R	435.00	42.00	42.00	65.00	40.00	17.00	5.00	36.00	42.00	1.00	30.00	755.00
3	N/R	1,269.00	42.00	42.00	65.00	40.00	17.00	5.00	36.00	42.00	1.00	30.00	1,589.00
2	G/R/COB & N	390.00	28.00	28.00	65.00	40.00	17.00	5.00	36.00	28.00	1.00	20.00	658.00
2	G/N/R/COB & N	950.00	28.00	28.00	65.00	40.00	17.00	5.00	36.00	28.00	1.00	20.00	1,218.00
2	G/R	350.00	28.00	28.00	65.00	40.00	17.00	5.00	36.00	28.00	1.00	20.00	618.00

2	G/N/R	910.00	28.00	28.00	65.00	40.00	17.00	5.00	36.00	28.00	1.00	20.00	1,178.00
2	R	290.00	28.00	28.00	65.00	40.00	17.00	5.00	36.00	28.00	1.00	20.00	558.00
2	N/R	846.00	28.00	28.00	65.00	40.00	17.00	5.00	36.00	28.00	1.00	20.00	1,114.00
1	G/R/COB & N	195.00	14.00	14.00	65.00	40.00	17.00	5.00	36.00	14.00	1.00	10.00	411.00
1	G/N/R/COB & N	475.00	14.00	14.00	65.00	40.00	17.00	5.00	36.00	14.00	1.00	10.00	691.00
1	G/R	175.00	14.00	14.00	65.00	40.00	17.00	5.00	36.00	14.00	1.00	10.00	391.00
1	G/N/R	455.00	14.00	14.00	65.00	40.00	17.00	5.00	36.00	14.00	1.00	10.00	671.00
1	R	145.00	14.00	14.00	65.00	40.00	17.00	5.00	36.00	14.00	1.00	10.00	361.00
1	N/R	423.00	14.00	14.00	65.00	40.00	17.00	5.00	36.00	14.00	1.00	10.00	639.00

G/R/COB=GRADUATE RESIDENT IN THE COLLEGE OF BUSINESS G/N/R/COB=GRADUATE NON-RESIDENT IN THE COLLEGE OF BUSINESS & COLLEGE OF NURSING
 G/R=GRADUATE RESIDENT G/N/R=GRADUATE NON-RESIDENT R=RESIDENT UNDERGRAD N/R=NON-RESIDENT UNDERGRAD

	UNIVERSITY COLLEGE	PHASE I & II UNIVERSITY VILLAGE 4 BEDROOM	PHASE II UNIVERSITY VILLAGE 2 BEDROOM	PHASE III UNIVERSITY VILLAGE 4 BEDROOM	PHASE III UNIVERSITY VILLAGE 2 BEDROOM
ROOM RENT***	2,015.00	1,855.00	2,091.00	2,142.00	2,412.50
BOARD**	1,048.00	1,048.00	1,048.00	1,048.00	1,048.00
BOARD TAX**	86.46	86.46	86.46	86.46	86.46
LAUNDRY	55.00	55.00	55.00	55.00	55.00
LAUNDRY TAX	4.53	4.53	4.53	4.53	4.53
TOTAL	3,208.99	3,048.99	3,284.99	3,335.99	3,606.49

**BASED ON 17 MEAL PLAN; OTHER MEAL PLANS WOULD BE AS FOLLOWS:

	14 MEALS	10 MEALS	7 MEALS			
BOARD	994.00	929.00	852.00	PARKING DECAL	\$40.00****	REVISED 07/12/07
BOARD TAX	82.01	76.64	70.29			
LAUNDRY	55.00	55.00	55.00			
LAUNDRY TAX	4.53	4.53	4.53			
TOTAL	1,135.54	1,065.17	981.82			

*SUBJECT TO CHANGE

***Fee is not automatically assessed to fee account. It is the student's responsibility to ensure that on-campus housing is paid in full. If the student has a credit balance after all tuition & fees including board is paid for, this fee will be assessed up to the amount owed for on-campus housing or the credit balance on the student account, whichever is less.

All fees are subject to change without notice

OTHER FEES

Application Fee (Admission)	\$25.00 undergraduate \$50.00 graduate \$50.00 international \$15.00 late fee
Auditing	\$10.00 per course
Returned Check	\$25.00 per check
Certificate	\$6.00
Diploma/Graduation Fee	\$35.00 graduate \$25.00 undergraduate \$55.00 doctoral \$25.00 late fee
Electronic Financial Aid Processing	\$20.00
I.D. Card	\$10.00 duplicate*
Installment Late Fee	\$50.00 per installment date
Late Registration	\$25.00 per semester(Fall/Spr) \$12.50 per summer term
Registration in Absentia	\$15.00 resident \$17.50 non-resident
Transcript	No Charge
Vehicle Registration	\$40.00 per semester(Fall/Spr) \$18.00 per summer(3 & 5 wk) \$40.00 per summer(8 & 10 wk)
Biology Equipment Fee	\$60.00 per course
Business Remote Location Fee	\$33.00 per S.C.H.
College of Business Equipment Fee	\$40.00 per course
College of Business Student Support Fee	\$5.00 per course
Lab Fees	\$30.00 per Chemistry Lab \$5.00 per P.E. class \$12.00 per Music class \$10.00 per other labs
Music Applied Course Fee	\$45.00-\$115.00 per course
Physics Equipment Fee	\$50.00 per course (max. \$150.00)
Social Work Course Fee	\$25.00-\$70.00 per course
Nursing Undergrad. Course Fee/Laboratory & Evaluation Fee	\$105.00 per course
Nursing Undergrad. Course Fee/Didactic	\$85.00 per course
Nursing Graduate Course Fee/Didactic	\$125.00 per course
Nursing Graduate Course Fee/Laboratory	\$172.50-\$203.00 per course
Nursing Liability Insurance Fee-Undergraduate	\$11.00 (Spr) or \$17.00 (Fall) per year
Nursing Liability Insurance Fee-Graduate	\$19.00(sum), \$45.00(Spr) or \$71.00(Fall) per year
Reinstatement Fee	\$75.00 per semester
Excess Course Repeat Fee	\$306.00 per S.C.H.
New Student Orientation Fee	\$75.00 per freshman student \$25.00 per transfer student
Distance Learning Fee	\$35.00 per S.C.H. (Fall & Spr) \$25.00 per S.C.H. (Sum)
Business Advisement Fee	\$3.00 per S.C.H.
Agriculture and Human Resources Course Fee	\$15.00 per course
Chemistry Instructional Enhancement/Equip. Access Fee	\$50.00 per course
Engineering Advisement Fee	\$25.00 per semester
Engineering Instructional Enhancement/Equip. Fee	\$50 per course
Juvenile Justice & Psychology Instructional Enhancement/Equip. Fee	\$30.00 per course
Language & Communications Instructional Enhancement/Equip. Fee	\$40.00 per course
Nursing Course Test Fee	\$90.00-\$300.00 per course
University College Course Fee	\$100.00 per course(credit hr course) \$400 per course (zero credit hr course)
University College Advisement Fee	\$50.00 per semester

*If a lost I.D. card is found prior to the student taking the picture for the duplicate card, the \$10.00 fee will be refunded.

REFUND SCHEDULE VOLUNTARY WITHDRAWAL FROM THE UNIVERSITY

The following schedule applies to tuition, student service fees, general use fee, laboratory fees, student health fee, and computer access fee:

Fall or Spring Semester:

Prior to the first class day	100 percent
During the first five class days	80 percent
During the second five class days	70 percent
During the third five class days	50 percent
During the fourth five class days	25 percent
After the fourth five class days	NONE

Three, Five, Eight or Ten Week Summer Term:

Prior to the first class day	100 percent
During the first, second or third class day	80 percent
During the fourth, fifth or sixth class day	50 percent
Seventh class day or thereafter	NONE

Students utilizing meal or laundry services prior to 1st day of class will be billed for services rendered if they withdraw prior to the 1st day of class.

LAUNDRY:

Laundry fee refunds will be prorated on a weekly basis.

FOOD SERVICE REFUND:

Payments made for board will be refunded in full to students who officially withdraw before the first day of official registration for that term. Refunds of actual payment on or after the first day of official registration will be prorated on a daily basis less an early withdrawal fee of ten (10) percent of the semester rate.

BILLING NOTICES

Reminder notices will be mailed to the billing address on file in the A/R office or sent to your PVAMU e-mail address. To avoid delay of receiving your billing notice, you *must* make sure that your address on file in the Accounts Receivable office and PVAMU e-mail address is correct.

Please go to Panthertracks at <http://panthertracks.pvamu.edu/> to update your **billing address & e-mail address** or stop by the Accounts Receivable window to verify and/or make corrections to your address. The Accounts Receivable window is located in the W. R. Banks Building on the 1st floor.

If you register during the late registration period, you may not receive a billing notice. Your account can be accessed on-line through Panthertracks for students.

Please do not wait to receive a billing notice to pay your bill. Your statement can be accessed on-line through PANTHERTRACKS for students at <http://panthertracks.pvamu.edu/>. If you register after the pre-registration period, you may not receive a bill.

*Note: Information on this page is subject to change without notice

STUDENT REFUNDS/PVPAY PROGRAM

A student may receive a refund when a credit is remaining on their account after all tuition & fees, and room & board is paid for. A student may receive this refund in two ways: by direct deposit (PVPay Program) or paper check(mailed to the billing address on file). The fastest and most convenient way a student can receive their refund is by using our PVPAY direct deposit Program. A student may sign up for direct deposit by visiting our web site at www.pvamu.edu/pvpay. If a student does not have a bank account, please check out the banks listed on the website that are willing to serve PVAMU students. **SIGN UP NOW!** If a student does not sign up for direct deposit, the refund check will be mailed to the billing address on file. **No Exceptions!** Issuing of student refunds for Spring 2008 will begin Friday, January 25, 2008.

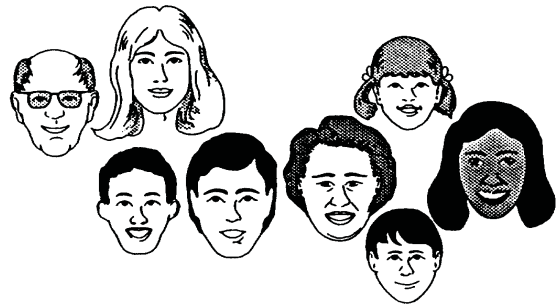
VETERANS' BENEFITS INFORMATION

VA OFFICE—3RD FLOOR, MEMORIAL STUDENT CENTER

All VETERANS, Reservists, and eligible dependents, MUST request certification EACH semester. Courses must be verified against your specific degree plan which was signed by your Dean (if you change majors, we must have a VA-1995 form submitted—come by the VA Office with your “Change of Major” form. Then your enrollment can be certified to VARO through PVAMU’s Veteran’s Office located on the 3rd floor of the Memorial Student Center. Note: If you deviate from your degree plan, this office cannot certify those courses without signed SUBSTITUTION FORMS agreeing that the substituted courses will apply toward your degree. Failure to request certification and/or verification of courses will delay receipt of benefits. ALL DROPS/ADDS or WITHDRAWALS must be reported ASAP. We only have 30 days to report changes to VARO, or we are out of compliance.

TEXAS VETERANS WHO NO LONGER QUALIFY FOR FEDERAL EDUCATION BENEFITS or the benefits are less than the Hazlewood benefits should contact the Veterans’ Office to inquire about possible eligibility for the HAZLEWOOD tuition exemption.

Office of Diagnostic Testing and Disability Services



*Evans Hall Room 317
(936) 261-3585*

The Americans with Disabilities Act (ADA) and Section 504 as applied to Colleges and Universities: An Overview

Who is considered to be “otherwise qualified” under the ADA and Section 504?

- ! Occasionally there is confusion on what constitutes a “qualified individual”. Someone is considered to be “otherwise qualified” if, with or without reasonable accommodation, they meet the same standards – academic, professional, technical, and behavioral standards – as do others. It means meeting established criteria (e.g. admissions, course expectations, graduation, and code of conduct).

What are the obligations of students with disabilities?

- ! To establish eligibility, students are required to provide documentation of their disability prior to receiving accommodations. Additionally, colleges have the right to establish their documentation criteria. Insufficient documentation is the responsibility of the student. To assist in the identification and re-evaluation process, Prairie View A&M University has an on-campus Office of Diagnostic Testing located in Room 323 of Evans Hall that administers educational evaluations at no cost to the student. Moreover, at PVAMU documentation must be on letterhead, dated within an acceptable time (5 years) and signed by a professional, who is licensed in the field of the disability.

What are the college’s obligation under section 504 and the ADA?

- ! The colleges must provide reasonable accommodations for the student’s known disability in order to provide an access opportunity to in the college’s programs, courses and activities. A college may not discriminate against any individual solely on the basis of disability.

DEPARTMENT OF RESIDENCE LIFE

Important Information About On-Campus Residential Communities

Summer 2008

All regular college students attending summer classes in school year 2008 will be housed in Phase I & II, University Village. **Please note that persons living in Phase I & II during summer school will not be given priority over students not attending summer school who already have a reservation for Phase I & II in the Fall of 2008.** University College facilities will be reserved for special university sponsored summer leadership, youth and pre-college educational programs.

Fall 2008

Priority of on-campus room assignments for new first time in college students will be given to University College - Phase IV. Assignments in on-campus housing for freshmen overflow and upperclassmen will be made to University Village Phase I, II, and III on a first come first serve basis only after receipt of required deposit and 1st installment, and properly executed lease.

THESE RESIDENTIAL COMMUNITIES ARE THE ONLY ON-CAMPUS STUDENT HOUSING AVAILABLE.

SPECIAL NOTICE: SPACES ARE LIMITED - PAY YOUR DEPOSIT, SUBMIT YOUR APPLICATION AND REQUIRED CONFIRMATION FEE AND FIRST INSTALLMENT (UNIVERSITY VILLAGE), AND FIRST INSTALLMENT (UNIVERSITY COLLEGE) AS SOON AS POSSIBLE **BEFORE THE JULY 1 DEADLINE!** DO NOT SEND APPLICATIONS OR FEES TO THE DEPARTMENT OF RESIDENCE LIFE. PLEASE USE THE APPROPRIATE ADDRESS INDICATED BELOW FOR DEPOSITS, CONFIRMATION FEES AND FIRST INSTALLMENTS.

DEADLINE FOR SUMMER 2008

University Village - April 1, 2008

DEADLINES FOR FALL 2008

University Village - May 1, 2008 (Current Students/Residents)

University Village - Jun 1, 2008 (First Installment & Lease Agreement)

University Village - Aug 1, 2008 (Second Installment)

University College - July 1, 2008 (First Installment)

	FRESHMAN DEPOSIT/INSTALLMENTS	UPPERCLASSMEN DEPOSIT/CONFIRMATION FEE/INSTALLMENTS	FOR INFORMATION AND ASSISTANCE
C O N T A C T	University College P. O. Box 4449 Prairie View, Texas 77446 Voice: (936) 261-5994 Fax: (936) 857-2519	University Village P. O. Box 157 Prairie View, Texas 77446 Voice: (936) 261-5963 Fax: (936) 857-4597	Department of Residence Life Mail Stop 1440 P. O. Box 519 Prairie View, Texas 77446-0519 Voice: (936) 261-2654 Fax: (936) 261-2655 <u>DO NOT SEND PAYMENTS OF ANY TYPE TO THIS ADDRESS!!</u>

✓ **SPECIAL REMINDER:** FOR UNIVERSITY VILLAGE APPLICANTS, SECURITY DEPOSIT, APPLICATION, LEASE AGREEMENT AND CONFIRMATION FEE MUST BE RECEIVED ON OR BEFORE THE FIRST DAY OF JUNE, AND THE FIRST INSTALLMENT MUST BE RECEIVED BY THE FIRST DAY OF JULY TO ENSURE A ROOM RESERVATION FOR FALL 2008.

✓ **IF THE UNIVERSITY NEEDS TO PROVIDE TEMPORARY HOUSING FOR FRESHMEN IN UNIVERSITY VILLAGE IN THE FALL, THESE FRESHMEN WILL BE REQUIRED TO RELOCATE TO UNIVERSITY COLLEGE WHEN SPACES ARE AVAILABLE THROUGH THE TWENTY SECOND (22ND) CLASS DAY.**

DEPARTMENT OF RESIDENCE LIFE

Residential Life and Housing

General.

Four modern day residential communities provide living and learning centers for enrolled university students. Each facility is staffed with personnel charged with general responsibility for the welfare of the student occupants and care of the facility. Students assist in planning residence life programs and related activities. They also help develop standards of conduct, determine social regulations, and create an atmosphere that promotes wholesome living and productive study in the living and learning communities. Additional information is provided in the Residential Community Handbook and the Residential Community Lease Agreement.

Services provided in the residential communities include full kitchens (in University Village) study areas, meeting areas, telephones, cable TV, exercise rooms, computer rooms, lounge areas, microwave ovens and microfridge units (in University College), vending areas, and parking. The University reserves the right to conduct unannounced inspection of rooms for health, welfare, safety and security of assigned residents.

Because Prairie View A&M University is a residential campus, undergraduate students are encouraged to live in on-campus university housing where they can benefit from the living and learning environment experience. Regularly enrolled students who do not live in university housing are classified as commuter students. Undergraduate students who fall into one or more of the following categories are eligible to apply for commuter student status:

1. Students living at home with their parents or legal guardians (within 50 miles)
2. Married students
3. Veterans of military service
4. Graduate Students
5. Students engaged in off-campus assignments or affiliations
6. Students enrolled for less than 12 hours for the semester

Room Rental Options (Summer Terms Only).

On campus student housing is provided to students who are enrolled at Prairie View A&M University, and who have fully executed lease agreement with the university's designated Student Housing Manager. A currently enrolled student who is in good standing with the university and university housing management, and enrolled for the fall semester has the option of renting a room in University Village in the summer (without enrolling in summer classes) prior to the start of the fall semester as long as the student has a completed fall lease agreement with the housing manager, and makes full payment in advance for the designated summer term.

Availability.

Due to the ever increasing desire of our growing student population to live in on-campus housing ***it is not possible to provide housing to all students that enroll in the fall semester.*** Because of this known fact, ***we strongly encourage students to complete the application process and all of its requirements prior to July each year.***



Student Computing Services

PVAMU Information Technology Services (ITS) serves as the cornerstone for computing resource planning, deployment and management at the University. This document provides an easy-to-use, comprehensive overview of the support services currently provided to our students.

SERVICES PROVIDED TO ALL ENROLLED STUDENTS

Software: The following software applications are available for student use in the Student Computing Centers (SCC): Internet Explorer, Microsoft Office Professional (Word, Excel, Access, PowerPoint) and SPSS. Advanced system protection software to guard against computer viruses, SPAM and system corruption are also provided.

Hardware: Standardized Personal Computers (IBM PC Compatible Desktops and Apple Macintosh Desktops) and Laser Printers for education-related printing applications are available for student use in the Student Computing Centers.

Internet Access: Unlimited access for PVAMU educational applications is provided (i.e. WebCT, etc.).

Email:

Each PVAMU student is assigned an email account during the registration process. Email accounts may be accessed using any computer with Internet access via the PVAMU Main Web Page (www.pvamu.edu) and selecting Panther Email or at: <http://pvmail.pvamu.edu>

Student email accounts are structured as follows:

Student Name: Crystal Waters
Username: cwaters (If there is more than one cwaters --For example, Charles Waters -- the next occurrence will be incremented by (1) as in cwaters1, cwaters2, etc.). **Please check Panthertracks for your email username and email address too!**

Password or PIN: Initially use your Date of Birth (MMDDYY) – Two digits for month followed by two digits for day and two digits for year. Note: Strong Passwords will be mandated on the next password reset or change.

E-mail Address: cwaters@pvmail.pvamu.edu

Panthertracks:

This is a powerful tool that allows you to view your Grades, Institutional Transcript, Transfer Transcript, Account Summary, Email Address, Fiscal Office information, some Financial Aid Information and Register for Classes. You may also update your telephone numbers, local billing and email addresses. Using Internet Explorer, go to www.pvamu.edu and select **Student Portal**. Once the Student Portal is selected, click **Enter Student Services**. This will display the **Student Login** page. Next, enter your system access information:

Student ID: Campus-wide ID Number or Social Security Number.

PIN #: Your date of birth (mmddy) i.e. 2 digit month, 2 digit day, and last 2 digits of the year or the value that you have changed it to (6 digits). **Still having problems?** Contact the **Registrar's Office**, 936-261-1000 extension 4, in room 302 MSC.

Campus-wide Wireless Network Service and Computer Logon:

PVAMU provides a campus-wide, secure, leading-edge wireless (Wi-Fi) network for high-speed computer access by currently enrolled students. Access to this network can be made using any standard Wi-Fi (802.11g or 802.11b) equipped computer, laptop or desktop. Logon to the network requires a valid Username and Password. The name before the @ sign in your PVAMU email address is used as your Username and your Password is your Date of Birth. All SCC computers require the same type of logon. Further instructions for accessing the Wireless Network Service and/or related assistance and information may be obtained from the Main Student Computing Center (J.B. Coleman Library, Room 210) or by contacting the Helpdesk: On-Campus: Ext. 2525 or Off-Campus: 1-877-241-1725.

STUDENT COMPUTING CENTERS (SCC) Hours of Operation

General-Purpose Student Computing Center Locations*	Computers	Regular Hours of Operation			
		Mon - Thu	Friday	Saturday	Sunday
J.B. Coleman Library – Room 210	160	7:00AM - 12:00AM	8:00AM - 5:00PM	8:00AM - 5:00PM	3:00PM - 12:00AM
Farrell Hall	38	10:00AM - 2:00AM	8:00AM - 5:00PM	10:00AM - 7:00PM	3:00PM - 2:00AM
Internet Café – MSC 110	25	8:00AM - 5:00PM	8:00AM - 5:00PM	Closed	Closed
College of Nursing (Houston, TX)	92	7:00AM - 12:00AM	7:00AM - 10:00PM	8:00AM - 8:00PM	12:00PM - 10:00PM
Graduate School (Spring, TX)	40	11:30AM - 8:30PM	Closed	9:00AM - 12:30PM	Closed

* There are also many other instructional/departmental computer labs and facilities throughout the Campus and residence halls. Operational hours are subject to change based upon University holidays, events and other planning criteria.

FINAL EXAM SCHEDULE SPRING 2008 SEMESTER

E X A M W E E K

Exam Times	Friday May 2, 2008	Saturday May 3, 2008	Monday May 5, 2008	Tuesday May 6, 2008	Wednesday May 7, 2008
8:00-10:00	M - W - F 10:00	M	M - W - F 8:00	TU - THUR 8:00-9:20	M - W - F 9:00
10:30-12:30	M - W - F 1:00	A K	M - W - F 11:00	TU - THUR 9:30-10:50	M - W - F 12:00
1:30-3:30	TU - THUR 12:30-1:50	E	M - W - F 2:00	TU - THUR 11:00-12:20	M - W - F 3:00
4:00-6:00	M - W - F 4:00	U	COMMON EXAM	TU - THUR 2:00-3:20	COMMON EXAM
6:30-8:30	COMMON EXAM	P S	M - W - F After 5:00	TU - THUR 3:30-4:50	COMMON EXAM

NOTE:

1. All NROTC and AROTC examinations will be scheduled by the professors of NROTC and AROTC during this final exam period.
2. All HEALTH AND HUMAN PERFORMANCE practice examinations will be scheduled by the head of the Department of Health and Human Performance during this final exam period.
3. If there is a conflict between scheduled common exam and a time-scheduled exam, the student will be expected to work with the common exam instructor to schedule a make-up exam.
4. Final Exams for classes meeting after 5:00 PM on days other than MWF will be conducted on the last scheduled class meeting day or make-up day, Saturday, May 3, 2008.
5. Instructors should contact the Office of the Registrar, as soon as possible at the beginning of the semester, to schedule rooms for common exams.

**PRAIRIE VIEW A&M UNIVERSITY
ADVISEMENT/REGISTRATION AND PAYMENT AGREEMENT FORM**

Term Data				Fall	Summer	Spring
	Student ID#	Major	Classification	Semester Year		
Name (Please print)						
	Last	First	MI			

PAYMENT AGREEMENT

By signing below, I certify that I have read and agreed to the Tuition, Fee, and Charges Payments Terms and Conditions Agreement. I understand that I am responsible for payment for my tuition, fees and incidental charges. I am requesting Prairie View A&M University (PVAMU) to assume I will pay my tuition and fees by the installment payment plan for the semester. The installment payment plan processing fee will be returned if my tuition, fees and incidental charges are paid in full by the 12th class day. I understand that by signing below, this constitutes my acceptance of these Terms and Conditions. *IT IS HEREBY AGREED THAT* I acknowledge and accept responsibility for all debts plus any late fees and/or collection fees owed to PVAMU. I will not be allowed to register for any succeeding academic period unless all debts to the University have been paid. I will not be allowed to receive a transcript for any work completed at PVAMU until all debts to the University have been paid. I will maintain my correct mailing address and telephone contact information in PANTHERTRACKS. I agree to follow the degree plan as provided by my advisor. I understand that if I failed to follow the degree plan I acknowledge that I am still responsible for payment of my tuition, fees, and incidental charges. I acknowledge that I will be liable for any reduction in formula funding that impacts PVAMU due to my failure to follow my degree plan.

Student's Signature _____

Date _____

Course Selections (First Choice)					Alternate Selections (Second Choice)				
5 DIGIT CALL NUMBER	COURSE NUMBER	DAYS	TIME	CREDIT HRS.	5 DIGIT CALL NUMBER	COURSE NUMBER	DAYS	TIME	CREDIT HRS.
<i>Example</i> 1 0 0 4 8	<i>MISY 1013 001</i>	<i>MWF</i>	<i>9- 9:50 AM</i>	<i>3</i>	<i>1 0 0 5 0</i>	<i>MISY 1013 001</i>	<i>TR</i>	<i>2 – 3:20 PM</i>	<i>3</i>
Total Hours									

For Official Use Only (A, B, C):

A. Course Selection _____
Advisor's Signature _____ **Date** _____

Note: Pre- and/Co Requisite actions must be approved by the college/department offering the course. Please bring all parts of the form to the Registrar's Office for processing.

B. Pre- and/or Co-Requisite Met _____
Requested Course _____ **Dean or Department Head's Signature** _____ **Date** _____

_____ **Requested Course** _____ **Dean or Department Head's Signature** _____ **Date** _____

C. Pre- and/or Co-Requisite Waiver _____
Requested Course _____ **Dean or Department Head's Signature** _____ **Date** _____

_____ **Requested Course** _____ **Dean or Department Head's Signature** _____ **Date** _____

Maximum Credit Hours (Overload approvals require the permission of the Dept. Head, Dean and Provost and are processed on the Add/Drop Form through the Office of the Registrar.)	Semester	Undergraduate	Graduate
	Fall/Spring	18	12
	Summer	12	12

System Course Entry Use Only
Signature
Date: _____

1. Processing Office 2. Student

Note: Per the TAMUS Records and Retention Schedule, departments must retain this document for one year after the close of the registration semester.

**PRAIRIE VIEW A&M UNIVERSITY – Office of the Registrar
ADD/DROP FORM**

WARNING: Use ONLY when at least ONE COURSE is retained. Dropping all courses constitutes a WITHDRAWAL from the University, and student will be billed for all services as if still registered. USE the official WITHDRAWAL FORM when dropping all courses.

Term Data				Fall	Summer	Spring
	Student ID#		Major	Classification	Semester Year	
Name (Please print)						
	Last	First	MI			Email Address

Student's Signature

Date

DROP	5 DIGIT CALL NUMBER	COURSE NUMBER	DAY	TIME	DESCRIPTIVE TITLE
DROP	<i>Example 10048</i>	<i>ADSY 1013 001</i>	<i>MWF</i>	<i>9-9:50 am</i>	<i>Intro Info Systems</i>
DROP					
DROP					
DROP					

*ADD	5 DIGIT CALL NUMBER	COURSE NUMBER	DAY	TIME	DESCRIPTIVE TITLE
ADD					
ADD					
ADD					

*Section D below must be completed if adding this course(s) results in an overload.

REASON/JUSTIFICATION

Student's Signature

Date

For Official Use Only (A, B, C, D):

A. Course Selection

Advisor's Signature

Date

Note: Pre- and/Co Requisite actions must be approved by the college/department offering the course. Please bring all parts of the form to the Registrar's Office for processing.

B. Pre- and/or Co-Requisite Met

Requested Course

Dean or Department Head's Signature

Date

Requested Course

Dean or Department Head's Signature

Date

C. Pre- and/or Co-Requisite Waiver

Requested Course

Dean or Department Head's Signature

Date

Requested Course

Dean or Department Head's Signature

Date

D. Overload Approval

Total SCH (Semester Credit Hours)

Department Head's Signature

Date

System Course Entry Use Only	
Signature	
Date:	

Dean's Signature

Date

Provost's Signature

Date

1. Processing Office 2. Student

Note: Per the TAMUS Records and Retention Schedule, departments must retain this document for one year after the close of the registration semester.

Transcript Information

What is an Official Transcript?

A transcript is the record of an individual's work at the University. Before an official transcript can be released, all admission requirements, fiscal and financial aid obligations to the University must be met. Prairie View A&M University now provides the ability to request transcripts on-line for those students enrolled beginning the Fall 1993. The University will not release a transcript without the written consent of the student except when directed by a court ordered subpoena. No transcript request can be taken over the telephone. Fax transcript requests are processed for students with enrollments prior to the Fall 1993. Any transcript that we provide to the student will indicate "ISSUED TO STUDENT". Some institutions/agencies do not consider these to be official. Be sure to check with the institution/agency that wants the transcript to see what they consider to be official. There is NO CHARGE for transcripts. You may request up to 5 transcripts per day and up to 50 transcripts per semester.

Ordering on the Web

The Office of the Registrar provides the capability for currently enrolled students and former students enrolled beginning the Fall 1993, to request official transcripts using Panthertracks.

Any transcript that we provide to the student will indicate "ISSUED TO STUDENT". Some institutions/agencies do not consider these to be official. Be sure to check with the institution/agency that wants the transcript to see what they consider to be official.

This service is available: 7 days per week from 7:00 AM to 11:00 PM
Normal processing time is 24-48 hours, except during peak periods.

[This web site provides you with the fastest service available, and the ability to track the status of your request.](#)

Transcripts will NOT be distributed by fax.

Ordering In Person

Current and former students may order official transcripts in person from the Office of the Registrar, located in Room 302, Memorial Student Center. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. A picture ID is required when ordering a transcript. Currently enrolled students will be directed to complete an on-line transcript request on-site.

Prairie View A&M University is able to accommodate students with emergency requests and process transcripts on the same day on the following terms:

Requests placed between 8:00 AM - 11:00 AM will be ready for pick-up by 1:30 PM
Requests placed between 11:01 AM and 3:00 PM will be ready for pick-up by 4:30 PM.

Student must complete the transcript request (on-line or in person depending on their enrollment dates) and an emergency request form in person, in the time frames listed above. Note: Prairie View A&M University does not consider requests for fraternity or sorority activities to be an emergency.

Any transcript that we provide to the student will indicate “ISSUED TO STUDENT”. Some institutions/agencies do not consider these to be official. Be sure to check with the institution/agency that wants the transcript to see what they consider to be official.

Situations that will Prevent Us from Issuing a Transcript

- Holds placed by the Admissions, Fiscal or Financial Services Offices
 - No signature on your request.
 - Insufficient, inaccurate, or illegible identification information.
-

End of Semester Grades and Degree Conferral

While requesting an official transcript, currently enrolled students may request that the transcript request be fulfilled immediately, or at the end of the semester after all courses have been graded, or after degree conferral has been recorded on the transcript.

Typically, semester grades are available the day after grades are due. Unless specifically requested, we do not send transcripts until all of the current semester courses have been graded.

Degree conferral statements are recorded to the students' academic record as follows:

For **summer** graduates - Seven to ten business days after commencement

For **fall** graduates - First full-week of January

For **spring** graduates - Seven to ten business days after commencement

Rev. 8/31/05



ENROLLMENT VERIFICATION

Prairie View A&M University has authorized the National Student Clearinghouse to act as our agent for all verifications of student enrollment. Please visit the Clearinghouse online at www.studentclearinghouse.org or contact them by phone at 703-742-4200.

Companies can obtain instantaneous certifications. This convenient online service is available 24-hours-a-day, 7-days-a-week. Companies requesting enrollment verifications can contact the National Student Clearinghouse at:

- Phone: 703-742-4200 (M-F, 9:00 AM to 7:00 PM, EST)
- Fax: 703-742-4239
- E-mail: enrollmentverify@studentclearinghouse.org
- Web: www.studentclearinghouse.org

Enrollment Verification Information for Students

Students can download or print enrollment verification, and forward it to any third party that needs it. This convenient online service is available 24-hours-a-day, 7-days-a-week. Students must first log-in to [Panthertracks](#) and select the ‘Enrollment Verification’ button located under the Student Records heading. This button will take the student to the secure site for the National Student Clearinghouse Student Self-Service log-in. There the student will need to provide their name, date of birth and social security number.

