

Course Load

To be considered a **full-time** student as an undergraduate, you must be enrolled in 12 semester credit hours. Six hours is a half-time load. The full-time load for graduate students is 9 hours

A regular undergraduate course load during the Fall and Spring semesters is 15 to 16 semester credit hours or five courses. For students who are employed 40 hours per week, the recommended load is two courses, or six credit hours, which is considered half-time enrollment. The regular load for one summer session or a minimester is six to eight credit hours. Students who wish to enroll in 20 credit hours or more in a long semester or nine hours or more in a summer session must receive approval from the appropriate academic dean. For information on graduate course load consult specific master's degree handbooks.

Auditing Classes

If you wish to audit a class, you must follow all enrollment procedures, including payment. With the approval of the instructor, you may request that a course be changed to audit status prior to the Official Day of Record for the appropriate semester.

A **Request to Audit** form may be obtained from the Registrar's Office. Senior citizens 65 years of age and over may audit classes for free on a space-available basis. For more information on auditing a class, consult the UH-Downtown Catalog or contact the Registrar's Office, 713/221-8999.

Campus Safety & Security

Information on campus safety and security is provided by the UH-Downtown Police Department's web site at www.uhd.edu/pd. This site contains information on crime statistics, safety and crime prevention, campus policies on alcohol, firearms and sexual assault, crime alerts and more.

Release of Student Records

UHD has a policy in conformity with the Family Educational Rights and Privacy Act (**FERPA**) covering the release of student records.

Directory Information

At its discretion UHD may provide directory information to the general public without your consent. Directory information is defined by FERPA as follows:

- name
- address
- telephone number
- e-mail address
- date and place of birth
- dates of attendance
- most recent previous education institution attended
- major and minor fields of study
- degree/awards received
- participation in officially recognized activities

You may request that directory information be withheld from the public by contacting the Registrar's Office at any time during the semester. Your request must be made in writing and will remain in place until you direct the office in writing that it is to be removed. You can find the Confidentiality Request Form and the Revoke of Confidentiality Request Form online in the Forms section of the Registrar's Office website. www.uhd.edu/admissions/Registrar.htm

For details on your rights under FERPA, see the UHD Catalog, UHD Student Handbook or the Registrar's Office website.