

	you choose to enroll in MATH 0300, the lowest-level developmental math course
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## Writing Proficiency Exam (WPE)

If you have completed 60 or more college-level credit hours, are seeking a degree from UHD and have not passed the Writing Proficiency Examination (WPE), you must register to take the exam. For WPE dates and registration information visit Testing Services at S370. You will not be charged any tuition or fees to register for this examination. Students must bring in their student IDs when they wish to register. Information on the criteria used to evaluate essays may be found in the UHD catalog.

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## Academic Advising

### New Students

**First time in college and transfer students:** When you are first admitted to UH-Downtown, you are admitted into University College, as an undeclared major. First-time-in-college students are expected to attend orientation. Students are required to see an advisor in the Academic Advising Center each semester until they have applied for a degree plan. Academic advisors in University College are available to assist you with your academic progress.

**Post-baccalaureate students.** Students who have earned a bachelor's degree need to see an academic/faculty advisor before registering.

**The Academic Advising Center is open from 8am to 6pm Monday through Thursday, and Friday from 8am to 5pm.** No appointment is needed; however, appointments are available to students with special needs. Please call 713-221-8006 to make an appointment if necessary.

#### Online Registration and Self-Advising

**Self-advising is a privilege that allows you to select and register for courses with prior advising approval. To be declared eligible to self-advise you MUST FIRST meet with an academic advisor and meet ALL of the following criteria:**

- have at least 30 college-level hours
- have completed at least 6 hours at UHD
- have a GPA of at least 2.0 and be in good academic standing
- fulfilled all TASP/TSI obligations
- passed ENG 1302 (Composition II)
- passed MATH 1301 (College Algebra) OR MATH 1310 (College Mathematics for Liberal Arts)
- be currently enrolled at UHD
- have no holds

If you meet the above criteria and would like to self-advise, please see an academic advisor in the Academic Advising Center. **When you register online you are responsible for meeting all UHD course prerequisites and course sequencing requirements.** Academic advisors are available to answer any questions you may have.

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### Declared Majors

If you have applied for a degree plan and have been accepted as a declared major of the appropriate college, please proceed to the office of the dean or the advising office of your college to inquire about advising procedures.

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## Registration and Schedule Changes

**New!**  
**Online registration  
is now available  
for all students!**

You are eligible to register online as long as you meet the eligibility criteria for registration in general. Undeclared majors and those not eligible for self-advising, however, must be advised by an academic advisor in the Academic Advising Center before registering for classes. Once advised, you may only register for the classes for which you have obtained approval. You will be given your course approval form at your advising session. You may also access course approvals online by visiting e-services and choosing **My Registration & Schedule**, then **View My Advising Information**.

Once you have obtained advising and course approval, you may access online registration through e-services by choosing **My Registration & Schedule**.

Always verify your final schedule by printing a copy of your class schedule.



In order for valuable services (like financial aid availability and transfer credit evaluation) to be completed for your enrollment and to take advantage of greater class selection, take note of deadlines and apply for admission and register for classes as early as you can.

## Schedule Changes

Once you have registered, you may change your schedule or add a class through the first day of classes during a summer term or first week of classes during a Spring or Fall. You may register, change your schedule and make payment online.

If you are a new student or are not eligible for self-advising, you must see an academic advisor if you are adding any course for which you have not been previously advised. Your advising approval form must be presented when you add the new course.



**If you add a class once you have paid, you must make the additional payment even if you do not attend class.**

**NOTE:** Online registration and payment deadlines are at 6pm Monday-Thursday, 5pm Friday and 2pm on Saturday or unless noted.

### Registration and Payment Dates

Term	Priority Registration Begins for Declared Majors	Regular Registration Begins for all students	Payment Deadline for Regular Registration	Late Registration*	Payment Deadline*
Spring 2005	November 6, 8am	November 13, 8am	January 15, 2pm	January 18-21	February 9, 6pm

\*Late registration carries an additional fee of \$50.

**\*Payment or payment arrangements for late registration and schedule changes must be made in Student Accounting, S310, by the date listed. Payment not received by this date will result in cancellation of classes. If you allow your classes to be cancelled for non-payment, they will not be reinstated.**

## Saturday/Weekend College Registration

During Fall and Spring semester registration UHD offers one Saturday registration. See the Academic Calendar for the Fall or Spring semester for which you are registering for the date and time. **If you require testing prior to registration please come to UHD between the hours of 8am and 12noon.** Though Saturday registration is available, it is usually late in the registration process. It is recommended that you register as early in the registration cycle as you are allowed as classes fill quickly and may be closed by this date.

## Off-Campus/Distance Education Registration



Registration for all UHD classes, regardless of teaching site or delivery mechanism, may be made online or in person. **A distance fee of \$25 per SCH is assessed for all courses taught at off-campus locations. A distance online fee of \$50 per SCH is assessed for all courses taught online.** Any course that is delivered 50% or more at an off-campus location or 50% or more online is classified as a Distance Education course and qualifies for the fee. More information about UHD's distance learning is available at the following website: [www.uhd.edu/academic/distance.htm](http://www.uhd.edu/academic/distance.htm)

**Online Classes.** Please check the UHD website for details about registering for these classes. Specific instructions are often given with each class listing in the Class Schedule, found online at [www.uhd.edu](http://www.uhd.edu). Take our online orientation at <http://uhdonline.uhd.edu> to see if these classes are right for you.