

UHS-Cinco Ranch. 4242 South Mason Rd, Katy, TX 77450, 832/842-2800, www.cincoranch.uh.edu

UHS-Sugarland. 14000 University Blvd, Sugarland, TX 77479, 281/275-3300, www.sugarland.uh.edu. On-site UHD advisors are available Monday through Friday to assist with your academic planning.

The University Center. 3232 College Park Dr, The Woodlands, TX 77384, 281/618-7140. An academic advisor is available for on-site advising Monday-Friday.

Copy of your schedule

You should obtain a copy of your schedule by visiting UHD's e-services website at www.uhd.edu. It is your responsibility to make sure your schedule accurately reflects your registration.

Responsibilities

Important →

Financial obligations made through the registration process are your responsibility. **If you do not make the required initial payment by the deadline, your registration is cancelled.** If you add a class after you have made initial payment you must make additional payment. **A class added after your initial payment will not be dropped for non-payment.**

If you have applied for financial aid, be sure to officially withdraw from your classes if you decide you cannot attend. Financial aid may be credited to your account if you are still registered for classes.

Prerequisites are your responsibility. Make sure that you have met all course prerequisites and course sequencing requirements or you may be dropped from the course and denied access to online registration. Prerequisites are listed in the UHD Catalog or on the web at www.uhd.edu.

Withdrawing

New!
Online course withdrawal
is now available for all students!

If you wish to drop any or all of your classes, you are responsible for completing a Schedule Change Request Form in the Registrar's Office. A class dropped through the published **Day of Record*** will not appear on your transcript; one dropped after the **Day of Record*** and through the published **drop deadline*** will appear with a grade of W. (*See the Academic Calendar at the front of this schedule for these dates.)

Please see the **Refunds** section for information concerning refunds of tuitions and fees.

Payment Information

Payment Deadlines

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

***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 these dates will result in cancellation of classes. If you allow your classes to be cancelled for non-payment, they will not be reinstated.**

How Much Do You Owe?

After registering, visit UHD's e-services at www.uhd.edu and access **My Payment Info** for an online fee statement.

Payment Options

UHD gives you two payment options: you may pay in full or you may pay on the installment plan.

- **Full payment**--You may make your payment in full by check, credit card (VISA, Discover, and/or MasterCard) or cash.

- **Installments**--You may choose to make your payments in three installments. **Installments are available for the Fall and Spring semesters only. Make your installment payments online** via UHD's e-services (www.uhd.edu) or in person at the Cashier's Office. If you have questions, please call the Cashier's Office, 713/221-8196. Installment due dates are found in the Academic Calendar at the front of this schedule.

Payment Methods

Web

You may access UHD's e-services (www.uhd.edu) to make full or installment payments using your VISA, MasterCard or Discover credit card.

Mail/Fax

Send or fax the completed Method of Payment Form, page 21, with check, money order or, when faxing, signature authorizing VISA, Discover or MasterCard charge. The Texas driver's license of the person signing the check and Student ID number must be on the face of the money order/check in order to process for payment. Be sure to enclose the proper amount. Classes will NOT be saved with less than the minimum required amount. Payment must be **received** by the payment deadline for each semester. (UHD does not receive mail on Saturdays.)

NOTE: If any check previously posted to your account, regardless of issuer, was returned due to insufficient funds or payment was stopped you may not be able to pay by check at this time. If you are unsure of your ability to pay by check, please pay by another method or contact the cashier's office to verify your status. Classes will NOT be saved if your check cannot be accepted.

If your check is returned due to insufficient funds, your classes will be dropped if the check is not paid within 10 days.

In Person or Drop Box

You can pay in person at the Cashier's office during their business hours, Monday–Thursday 8am to 6pm, Friday 8am to 5pm or use the drop box outside the Cashier's Office 24 hours a day. If using the drop box, please enclose the Method of Payment Form found on page 21 in a sealed envelope along with your payment or credit card information and place in the drop box by the payment deadline.

Financial Aid

Most financial aid awards will be credited to your account automatically when you are registered for the same number of hours for which you are awarded. See page 9 for more information.

It is your responsibility to monitor your account to verify that your financial aid has been posted by the payment deadline. You can check your account online through the **My Payment** option on e-services. If the financial aid is not listed under Payments, it has not been posted to your account. If your financial aid is not posted by the payment deadline, you **MUST** make other arrangements or your classes will be dropped.

If your financial aid does not pay your full balance, you **MUST** either pay the remaining balance by the payment deadline or contact the Cashier's office to set up a payment arrangement.

Credit Card Payment

Important 

Credit Card payments should be made online using e-services. If, for some reason, you **MUST** make your credit card payment in person, you need to be aware of this credit card refund policy.

If you pay in person by credit card and you make a schedule change that creates a refund, you **WILL NOT BE ISSUED A REFUND UNLESS YOU REQUEST IT.** You must come to the cashier's office **WITH THE SAME CREDIT CARD** and request the refund. If you do not request a refund, the credit will be applied to your next semester.

Refunds for online credit card payments will automatically be processed back to the card used.

Undergraduate Tuition and Fees