

# STUDENT RESPONSIBILITIES

## Financial Obligations

### 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. Once you have made initial payment of tuition and fees, any class you add will be saved and you will remain financially obligated for the class even if you do not attend it. If you do not want to keep the class, you must drop it by the Day of Record in order to lose the financial obligation.**

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. light rail and park-n-ride transportation. For more information or to buy a U-Pass, contact the Cashier's Office.

## UHD Catalog

As a UHD student **you are responsible for familiarizing yourself with the UHD Catalog.** The Catalog is available online or in print from the Campus Information Center, Admissions Office, Registrar's Office or the Office of Student Services and Enrollment Management. Academic policies and practices, course descriptions, degree plans and other important information are found in the UHD Catalog.

## UHD Student Handbook

**It is your responsibility to familiarize yourself with the UHD Student Handbook.** The Student Handbook is available online or in print from the Campus Information Center, Admissions Office, Registrar's Office or the Office of Student Services and Enrollment Management. Important student policies, rights and responsibilities are outlined in the UHD Student Handbook.

## Grades

**It is your responsibility to check your grades** and to report any problem or discrepancy immediately. Grade appeals will not be considered after one year has elapsed.

UHD does not mail semester grades unless requested in writing. You may obtain your grades by visiting our e-service web site at [www.uhd.edu/eservices](http://www.uhd.edu/eservices). If you need course/grade verification, contact the Registrar's Office, 713/221-8999.

## 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. (Look for **UHD 9000** in the Class Schedule). For WPE dates and registration information, and exam results visit Testing Services web site [www.uhd.edu/admissions/testing.htm](http://www.uhd.edu/admissions/testing.htm). 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.

## International Student Health Insurance

The University of Houston-Downtown requires that you have a minimum of U.S. \$50,000 health insurance coverage and U.S. \$7,500 repatriation coverage and U.S. \$10,000 medical evacuation coverage. Your deductible cannot exceed U.S. \$500. Each semester, in order to receive a UHD health insurance waiver, you must provide updated proof of this coverage, written in English, stating coverage from the beginning of the semester until the end of the semester. This proof must be in the form of a letter from your insurance company or embassy and it must be submitted to UHD Student Health Services **no later than the official Day of Record** which is published in the Academic Calendar at the front of this and every class schedule.

## Prerequisites

Meeting course prerequisite requirements is your responsibility. Prerequisites are listed in the UHD Catalog or on the web at [www.uhd.edu](http://www.uhd.edu). If you register for a course and have not completed the prerequisites, your registration for that course is subject to cancellation. You must also register for required English and/or mathematics courses each semester until you have completed ENG 1302 and MATH 1301/1310.

## Final Exams

Please refer to the final exam schedule online at [www.uhd.edu/academic/calendar.htm](http://www.uhd.edu/academic/calendar.htm) or by using the online class schedule at e-services [www.uhd.edu/eservices](http://www.uhd.edu/eservices).