TEXAS A&M
HEALTH SCIENCE CENTER

Office of the Registrar

The registration period for **Summer 2011** will occur **from April 11, 2011 through May 23, 2011 at 5 p.m.**, and the registration period for **Fall 2011** will occur **from April 11, 2011 through August 17, 2011 at 5 p.m.**, through *my*HSC**.**

Students are encouraged to plan ahead by making arrangements for academic advising in advance of these upcoming registration dates.

1. Registration reminder notices will be emailed to the HSC email address of each student who is currently enrolled informing them of the dates they can access web registration. Students may register during the scheduled time frame. **You must seek advisement prior to registering. You are responsible for ensuring that you are registering for the correct courses.**

2. At the close of the registration period, you must check your schedule and bill. Tuition and fees will be available thirty days prior to first class day and are payable no later than the date posted on the academic calendar.

3. ***After reviewing your registration and payment information in myHSC, you may need to make adjustments to your schedule. Changes may only be made after the registration period is completed. Late Registration/Drop/Add may be completed for Summer 2011; May 31, 2011 – June 3, 2011. Late Registration/Drop/Add may be completed for Fall 2011; August 29, 2011 – September 1, 2011. After making adjustments to your schedule, please make sure to check your bill for any remaining balance.***

4. **REGISTRATION CANCELLATION AFTER May 27, 2011 FOR SUMMER 2011 TERM.**
   REGISTRATION CANCELLATION AFTER August 24, 2011 FOR FALL 2011 TERM.
   If you fail to pay tuition & fees in full by the payment deadline, your courses will be dropped. You must request reinstatement during late registration in order to be re-instated. Late registration and late payment fees will apply. Keep in mind that the courses for which you originally registered may no longer have available seats.

Frequently Asked Questions

How do I register once I get to *my*HSC?

You can go the HSC Registrar's link for Banner registration instructions at
http://www.tamhsc.edu/education/registrar/forms/student-banner-registration-instructions-final.pdf

Why am unable to register for classes, I keep receiving errors?

1. If you are registering at you place of work, your OIT may have a firewall that will prevent registrations.
2. If you are using Internet Explorer and it is not working, then try Firefox.
3. You may have a hold on your record, which can be viewed under student status under the Registrar tab, you may also contact the Registrar's office at 979.436.0191 or registrar@tamhsc.edu
4. You must look up the schedule and apply your courses through the worksheet or directly from the schedule, you cannot use add/drop a course until you have courses already listed.

How do I get my UIN (Universal Identification Number)?

Your UIN was mailed to you soon after you were officially admitted. If you have misplaced it, please contact the Office of the Registrar.

Make sure you don't confuse your NetID with your UIN. The UIN that's recorded in Neo may be different than the one we have for you in Banner. You can verify the UIN you have in Neo: Log into Neo (with your NetID and password), and click on the Directory link which will show your own directory info, as well as the UIN as known by Neo. The Registrar's office can compare it with what's in Banner. If it's different, the Registrar's office will need to reconcile the difference with Neo, and you won't be able to log into Neo until the UINs are in sync.

It is possible for the UINs in Neo and Banner to be different. If so, this problem must be corrected immediately. You can find the UIN you have in Neo by doing the following:

1. Go to the Aggie Computing Gateway site at http://gateway.tamu.edu.
2. Select "Traditional Neo Login."
3. In the box labeled "E-Mail and NetID Account Management," log into Neo with your NetID and password.
4. Select the Directory link in the upper menu bar.
5. The Directory page displayed will show you your UIN as it is known by Neo.

If the UIN in Neo is different from what you know it to be in BANNER, contact the Registrar's office. Until the difference is resolved, you won't be able to login to BANNER.

What do I do if the class I want is closed?

If the class that you are registering for is closed, you have two options:

1. Try another section of that course or choose another course.
2. Contact the department that offers the course and ask about a closed class override.

Registration Guidelines

- **PRACTICUM.** Students enrolling in these courses **must** have prior approval from the faculty member coordinating the Practicum.

- **AUDIT.** Students wishing to audit courses they have registered for by web must come by the Office of the Registrar and complete the proper paperwork prior to the end of Late Registration Drop/Add. Financial Aid monies are not available for audited courses.

- **TIME CONFLICTS.** You will be allowed to web register for courses which have conflicting schedules but will be given a warning message indicating the conflict. The conflicting course will not be automatically dropped. You should use the drop procedure as outlined to drop conflicting courses.

- **WITHDRAWAL FROM SCHOOL.** If you have already submitted your registration, a withdrawal form must be completed in the ***myHSC.***

- **SCHEDULING.** **Graduate Students** scheduled for nine semester credit hours or more are classified as full-time. Students registering for at least five credit hours are classified as half-time. All others are classified as less than half-time.

  Undergraduate Students scheduled for twelve semester credit hours or more are classified as full-time. Students registered for nine credit hours or more are classified as three quarter time. Students registered for at least six credit hours are classified as less than half-time.

- **PREREQUISITE CHECK.** The web registration system **will not** inform you of prerequisites. **You are responsible for seeking advisement in order to ensure that you meet the prerequisites.** Please refer to the current catalog or in myHSC by clicking on the course title for the specific prerequisites for the course(s) for which you wish to register. Please check with the Departmental Administration should you encounter difficulty.

- **REGISTRATION AND FULL PAYMENT BY THE POSTED DEADLINE DATE IS THE RESPONSIBILITY OF THE STUDENT. IF AFTER REGISTERING YOUR PLANS SHOULD CHANGE FOR THE SEMESTER YOU MUST OFFICIALLY WITHDRAW VIA myHSC.**

- **PRINT A COPY OF YOUR CLASS SCHEDULE!** You may print a copy of your schedule from the web. Check it for accuracy, whether your class meets in the AM or PM, changes in times and/or location, amount due. Checking your schedule before the Drop/Add period is over will allow you to make corrections.

- **GRADES AT THE END OF THE TERM. THE HSC DOES NOT MAIL GRADE REPORTS. YOU MAY CHECK YOUR GRADES via *my*HSC AT https://my.tamhsc.edu/cp/home/loginf. YOU SHOULD REQUEST AN OFFICIAL TRANSCRIPT SHOULD GRADES NEED TO BE REPORTED FOR VERIFICATION PURPOSES.**

- **QUESTIONS?** If you have questions regarding registration, please call the Office of the Registrar at (979) 436.0191 for assistance during business hours. For questions regarding fees, payment procedures and refunds, please call the Bursar's Office at (979) 436-0194. For questions regarding Financial Aid status please call (979)436-01926 or (979)436-0197.

Tips for a Successful Registration

1. Seek advisement well in advance of registration. Plan alternative choices in scheduling.

2. Register via *my*HSC at your scheduled time. Review registration instructions and procedures.

3. Print your schedule for accuracy prior to payment.

4. Make your full payment by the posted deadline dates. Payment indicates you are registered for the correct classes. Changes to paid schedules are made during Late Registration and Drop/Add.

5. Before Late Registration Drop/Add ends, print a final schedule and check to see that payment has been applied correctly and that you are registered for the correct classes

6. Attend all class(es) for the entire term.

7. For help, contact The Office of the Registrar at 979.436.0191.

8. Print a schedule; review it for accuracy.