

# REGISTRATION INSTRUCTIONS

## UNDERGRADUATE STUDENTS

### SUMMER AND FALL REGISTRATION

Currently enrolled undergraduate students register for the fall 2009 semester at their pre-assigned date and time during the regular registration period, which begins April 13 and ends April 24, 2009. Registration dates and times are established on the basis of student classification and can be accessed online beginning April 3rd from the "Registration Status" link on the TigerPAWS Student Menu ([www.trinity.edu/tigerpaws](http://www.trinity.edu/tigerpaws)). Students register online by logging onto TigerPAWS, Trinity University's online registration system. All undergraduate students are required to meet with their Academic Advisor before they will be permitted to register. After meeting with your Advisor, he or she will approve you for registration by accessing the online Advisee Approval screen. See page 2 for step-by-step instructions for online registration. **IMPORTANT:** (1) All students must clear any balances due the University with the Business Office **prior** to registration; (2) Continuing students who do not register by April 24, 2009, may be assessed the \$100.00 Late Registration Fee; and (3) Students must submit required proof of health insurance through the Health Services web site at [www.trinity.edu/healthservices/](http://www.trinity.edu/healthservices/), click on **Submit required Health Insurance Information for 2009-2010**. The deadline for submitting insurance information for continuing students is March 23, 2009. Registration holds will be placed for students who fail to submit personal insurance information or enroll in the student insurance policy. Undergraduate students failing to provide proof of required health insurance by July 1, 2009 will be enrolled in the Student Health Insurance Policy and the premium of \$724 will be added to the university bill. If you have any questions, please call Health Services at 210-999-8111.

Fall 2009 bills with tentative aid will be posted online as E-Bills. **Payment is due by August 14, 2009.** Students who have not paid their fall charges or made appropriate arrangements, in writing, with the Business Office by **August 14, 2009** will be assessed a \$100 late fee and will have their fall registrations cancelled. Students whose registration is cancelled and students who do not register in April must register during LATE REGISTRATION on August 25-26, 2009 and may be assessed the \$100 late fee. Questions can be addressed by e-mail to [Student.Accounts@Trinity.edu](mailto:Student.Accounts@Trinity.edu). For prior semester information on Walton or Perkins loans, please contact <http://www.ecsi.net> regarding loan amounts. Graduating seniors please visit [http://www.trinity.edu/departments/financial\\_aid/mz3/counseling.shtml](http://www.trinity.edu/departments/financial_aid/mz3/counseling.shtml) for mandatory exit interview information. Continuing students see [http://www.trinity.edu/departments/financial\\_aid/mz3/deadlines.shtml](http://www.trinity.edu/departments/financial_aid/mz3/deadlines.shtml) for financial aid deadlines for academic year 2009-2010.

Currently enrolled undergraduate students register for the summer 2009 session at the time they register for their fall 2009 courses. Academic advising is also required prior to registering for summer 2009 courses. **All charges for the summer must be paid before the first class day (by 5:00 p.m. May 26, 2009).** **Bills will be posted online for summer tuition and fees on or about May 6, 2009.**

## GRADUATE STUDENTS

### SUMMER AND FALL REGISTRATION

Currently enrolled graduate students register for the fall semester April 13-24, 2009, in the Office of the Registrar. All graduate students are required to meet with their Graduate Program Director before they will be permitted to register. **IMPORTANT:** (1) All students must clear any balances due the University with the Business Office **prior** to registration; (2) Graduate students registering after **August 26, 2009**, may be assessed a \$100.00 late registration fee; and (3) Students enrolling in a fulltime graduate program must submit required proof of health insurance through the Health Services website at <http://www.trinity.edu/healthservices/>, click on **Submit Required Health Insurance Information for 2009-2010**. The deadline for submitting insurance information for continuing students is March 23, 2009. Registration holds will be placed for students who fail to submit personal insurance information or enroll in the student insurance policy. Graduate students failing to provide proof of required health insurance by July 15, 2009 will be enrolled in the Student Health Insurance Policy and the premium of \$724 will be added to the university bill. If you have any questions, please call Health Services at 210-999-8111.

**Bills for the fall semester will be posted online as E-Bills in mid-summer, with payment due by August 26, 2009.** Students who have not paid their fall charges, or made appropriate arrangements, in writing, with the Business Office, by **August 26, 2009**, will be assessed a \$100.00 late fee and/or will have their registrations cancelled.

Currently enrolled graduate students may register for the summer 2009 session April 13-24, 2009. As with your fall 2009 registration, you must meet with your graduate program director prior to registering for your summer 2009 courses. **All charges for the summer must be paid by 5:00 p.m. May 26, 2009.** **Bills will be posted online as E-Bills for summer tuition and fees on or about May 6, 2009.**

## IMPORTANT INFORMATION

### Business Office

Trinity University offers two payment options to accommodate everyone's budget. The first option is to use the Sallie Mae-TuitionPay Interest-Free Monthly Payment Plan for tuition, fees, and room & board. Information on the Monthly Payment Plan is available by calling 800-635-0120, or by visiting the Sallie Mae website at <http://www.tuitionpay.com>, or by writing to: Sallie Mae Business Office Solutions, 463 Swansea Mall Dr., Swansea, MA 02777. Enrollment is encouraged by April 20<sup>th</sup> and may begin as early as March. The participation fee is \$55.00 through July 11, 2009. Thereafter, the fee is \$100.00. Plans should be initiated as early as possible but may be revised, if needed. The second option Trinity offers is E-Billing/E-Pay. Please go to Tiger's Lair and click on View Statement/Pay Online to authorize users (parents, third party payers), to view your bill and to make a payment (electronic check or credit card-MC, DISC, or AMEX). Credit card payments are subject to a convenience fee based upon the dollar amount being charged with a \$3.00 minimum. All students must complete the billing options worksheet and E-sign. E-payment is preferred. Electronic refunds are now available. Please complete an E-Refund Payment profile from the E-Bill/E-Pay/E-Refund website.

Trinity University accepts payment by cash, check, or money order. Payment must be made in U.S. dollars drawn on a U.S. bank. Please be sure to E-sign your billing statement, even if the amount is zero or a credit balance. It is by E-signing your billing statement that you notify Trinity University that you will be in attendance for the semester, and if you fail to do this, your registration may be cancelled. If you decide not to return to Trinity University, you must notify the Office of the Registrar in writing (Phone: 210-999-7201; Fax: 210-999-7202). Please consult the Courses of Study Bulletin for procedures on official withdrawal. To avoid unnecessary tuition cost, students who discontinue enrollment at Trinity must formally withdraw prior to the first day of classes (August 27, 2009).

There are two important programs available to students in order to help them offset the costs of their education: The Hope Scholarship Credit and the Lifetime Learning Tax Credit. Information on both programs is available at [http://www.trinity.edu/departments/busso/tax\\_credits.htm](http://www.trinity.edu/departments/busso/tax_credits.htm).

### Office of Financial Aid

To ensure consideration for need-based financial aid students must have submitted the 2009-2010 Free Application for Federal Student Aid (FAFSA) by May 1, 2009. To expedite the financial aid process, please submit the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Trinity's school code is **003647**.

Full-time enrollment status is at least 12 semester hours per term for undergraduate students. Financial aid may be adjusted if the enrollment status drops below full-time at the end of the add/drop period. Undergraduate students in their final term must be enrolled in at least 12 semester hours to be considered full-time for financial aid purposes. Exception: Students in their eighth and final term of undergraduate studies may receive their academic scholarship, regardless of the number of hours enrolled. Please note that University funds are capped at tuition. Students who receive financial aid and withdraw from Trinity University may owe a refund to federal, state, or institutional programs. For more information, please contact the Office of Financial Aid at 210-999-8315 or [financialaid@trinity.edu](mailto:financialaid@trinity.edu). Additional information is available online at [http://www.trinity.edu/departments/financial\\_aid/mz3/index.shtml](http://www.trinity.edu/departments/financial_aid/mz3/index.shtml).

### Walton Family and Perkins Loans

For information on your student loan, please visit <http://www.ecsi.net> and use school code **D2**. For most loans, there is a **mandatory exit interview** process that **must be completed prior to graduation**. Please contact the Student Loans, Business Office at 210-999-7330 for more information.

**ACADEMIC CALENDAR**

**July 2009**

- 14 Registration: 8:30 a.m.-11:59 p.m. online through TigerPAWS for M.S. Accounting Program and all continuing graduate students

**August 2009**

- 17 Health Care Executive Program Begins  
Registration for this program: 11:00 a.m. – 11:30 a.m.
- 20-21 Faculty Orientation
- 21 New Student Orientation begins  
Residence Halls open for new students
- 22 Residence Halls open in the Sophomore College
- 23 Residence Halls open for Junior/Senior Students
- 25 Readmitted Undergraduate registration 8:30 a.m. – 10:00 a.m.  
New Student Registration (Subject to change)  
New Transfer Students: 8:30 a.m. – 10:00 a.m.  
New First Year Students 9:30 a.m. – 05:00 p.m.
- 26 Registration continues (Subject to change)  
New First Year Students: 8:30 a.m. – 05:00 p.m.  
Graduate Students: 3:00 p.m. – 05:00 p.m.  
Undergraduate Late Registration (on line) 3:00 p.m. – 05:00 p.m.
- 27 **Classes begin: 8:30 a.m.**  
Add/Drop begins for all students. Late registration continues.

**September 2009**

- 1 **First day for graduate and undergraduate students to apply for May 2010 Graduation (on TigerPAWS)**
- 3 **Last day for 100% Tuition Refund Add/Drop Ends. Last Day to Register**
- 7 Labor Day Holiday. No classes; Offices closed
- 11 Last day for 50% tuition refund
- 17 Last day to change grading option (Pass/Fail, Audit, etc.)

**October 2009**

- 2-3 Fall Family Weekend
- 16 Mid-semester Recess; No classes; Offices open
- 20 Mid-Term Grades due at 5 p.m.  
Last day graduate students may withdraw from a course without approval
- 29 Last day undergraduates may withdraw with a "W"

**November 2009**

- 6-8 Alumni Weekend
- 9-20 Registration for Spring 2010 Semester
- 26-27 Thanksgiving Holidays; No classes; Offices closed

**December 2009**

- 1 **Last day for graduate and undergraduate students to apply for May 2010 Graduation (on TigerPAWS)**
- 9-10 Reading Days
- 11-17 Final Examinations (including Saturday, December 12, 2009)
- 17 Grades due for Degree Candidates. 12:00 Noon
- 19 **Winter Commencement, 10:00 a.m.**  
Residence halls close: 12:00 noon, except for graduating seniors
- 20 Residence halls close for graduating seniors: 12:00 noon
- 21 Fall Semester grades due: 5:00 p.m.
- 25-31 Christmas Holidays; Offices closed

**NOTE:** It is sometimes necessary to change course offerings, class schedules, and faculty assignments. The University reserves the right to change, cancel, or add to the courses or faculty assignments listed in this class schedule at any time without prior notice. Consult the online class schedule using TigerPaws "Search for Sections" for the most up-to-date course listings and room assignments.

**FINANCIAL OBLIGATION**

A student who registers for classes at Trinity University assumes a definite financial obligation. Tuition & Fees for the entire semester (less amounts paid by financial aid or an approved contract with an educational plan) are to be paid in full by the published deadline. Registered students who do not pay their charges by the deadline will have their registration cancelled and must re-register and pay their fees at Late Registration.

**TUITION & FEES**

**Full-Time Undergraduate (12 - 18 semester hours):**

Tuition*	\$14,136.00	per semester
Activity Fee	90.00	per semester
<b>TOTAL*</b>	<b>\$14,226.00</b>	<b>per semester</b>

**Part-Time Undergraduate:**

Tuition*	\$1,178.00	per semester hour
Activity Fee	\$7.50	per semester hour

**Graduate Student (12 - 18 semester hours):**

Tuition*	\$14,136.00	per semester
Activity Fee	9.00	per semester
<b>TOTAL*</b>	<b>\$14,145.00</b>	<b>per semester</b>

**Part-Time Graduate Student (Less than 12 hours):**

Tuition*	\$1,178.00	per semester hour
Activity Fee (Maximum \$9.00)	\$1.00	per semester hour

*\*Consult class listings for occasional special fees and the current Bulletin for full information regarding Tuition & Fees.*

**TUITION REDUCTION SCHEDULE**

A student who **officially withdraws** from the University or drops a course will be eligible for a reduction in tuition charges for the fall semester according to the dates below:

<b>REDUCTION</b>	<b>OFFICIAL WITHDRAWAL DATE</b>	<b>REDUCTION</b>	<b>OFFICIAL WITHDRAWAL DATE</b>
100%	September 3, 2009	50%	September 11, 2009

No reduction in tuition will be made for withdrawals after September 11, 2009. Consult the Courses of Study Bulletin for official withdrawal procedures. New Students will forfeit their deposit if they withdraw during the 100% reduction period. Fees are not subject to reduction or refund. Trinity University offers an elective insurance plan, the **Tuition Refund Plan**, to supplement the refund policy. Consult the current Bulletin for information regarding student expenses, the **Tuition Refund Plan**, and students who receive Federal financial aid.

**Parking Permits:** Each vehicle operated by a student on or adjacent to the Trinity University Campus must be registered with the Department of Campus Security. New undergraduate students may register their vehicles on Friday, August 21, 2009, at the Bell Center, as part of Residence Hall check-in. Other students may register their vehicles and obtain parking permits in the Department of Campus Security Office located in the Cobb-Racey Building.

**Compliance Policy:** Within published requirements for admission, Trinity University does not and will not discriminate in admission of students to study at the University, enrollment in classes, housing, or use of facilities in the academic program because of race, color, religion, sex, age, marital status, national origin, disability, veteran or disabled veteran status. Trinity University does not and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, marital status, national origin, disability, veteran or disabled veteran status. The Compliance Officer is the Director of Personnel Services. Any questions or complaints relative to discrimination should be referred to the Office of Human Resources.

## 2009-2010 GRADUATION INFORMATION

Both graduate and undergraduate students who plan to graduate from Trinity University must **apply** for graduation & commencement by the deadlines stated in this Schedule of Classes (**no later than April 30, 2009, for December 2009, commencement; and no later than December 1, 2009 for May 2010 commencement**). The Application for Graduation is accessed via the student menu in TigerPAWS. Degree audits of applicants will be reviewed for degree completion and students (along with their faculty advisors) will be notified of their graduation status. It is imperative that students work with their faculty advisor to ensure all degree requirements have been fulfilled. **It is the responsibility of the student to apply for graduation & commencement by the stated deadlines and to ensure that he or she has completed all of the degree requirements. Students who apply after the deadline may not be permitted to participate in the commencement ceremony.** Please contact the Office of the Registrar if you have any questions about the graduation & commencement application process. Please contact the bookstore at 210 999-7227 for cap & gown order information.

### **BUILDING CODES**

<b>AMB</b> Art & Music Building	<b>HEID</b> Heidi McFarland Lounge	<b>RTT</b> Ruth Taylor Theater
<b>CGC</b> Chapman Center	<b>LA</b> Laurie Auditorium	<b>SLH</b> Science Lecture Hall
<b>COAT</b> Coates University Center	<b>MEB</b> Moody Engineering Building	<b>SML</b> Storch Memorial Building
<b>CLS</b> Cowles Life Science Building	<b>MMS</b> Marrs McLean Science Center	<b>WBC</b> William Bell Center
<b>EHCL</b> Elizabeth Huth Coates Library	<b>MPC</b> Margarite B. Parker Chapel	
<b>HAS</b> Halsell Administrative Studies	<b>NH</b> Preston Gaines Northrup Hall	
	<b>RCC</b> Richardson Communications Center	

### **FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT**

#### **DIRECTORY INFORMATION**

At its discretion Trinity University may disclose directory information without the student's permission in accordance with the provisions of the Family Education Rights and Privacy Act (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Trinity has designated the following information as directory information: student name, Trinity ID number, local, permanent and temporary addresses, telephone numbers, electronic mail address, date and place of birth, photograph, major/minor field(s) of study, class schedule, dates of attendance, previous educational institutions attended, degrees and awards received, enrollment status, participation in officially recognized activities and sports, and height and weight of members of athletic teams. A student may request in writing that directory information be withheld. This option may be exercised by filing a written request to the Office of the Registrar; please note that such requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request. The request will remain in effect until revoked by the student. The student's name, addresses, telephone numbers, and e-mail address may be published in the **Faculty, Staff and Student Directory** if the Registrar has not received a request to withhold the information within the first 5 class days of the fall semester. If no request is filed, directory information may be released upon inquiry.

#### **PARENTAL ACCESS TO STUDENT RECORDS**

With the exception of disclosures permitted by FERPA, education records will not be released without the prior consent of the student. Parents or guardians who would like to receive grade reports or access to other protected education records should request that their student sign a Student Consent to Release Educational Records form (available online at [www.trinity.edu/departments/registrar/FORMS/student\\_forms.htm](http://www.trinity.edu/departments/registrar/FORMS/student_forms.htm) or in the Office of the Registrar). If this form is completed, parents may receive grade reports and other information, but a separate written request from the parent or guardian is required each time. Although certain exceptions apply under FERPA, grades, financial information, and other education records are not to be disclosed to parents or anyone else outside the University without a student's prior written permission.

#### **STUDENT RIGHTS REGARDING EDUCATION RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, Department Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. [NOTE: This section does not refer to improper academic evaluation (grades). See the Joint Statement on Rights and Freedoms of Students (published in the *Student Handbook*), Section II.A. Protection against improper academic evaluation, for the proper procedure to appeal a semester grade which a student believes was based on improper consideration.]
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent, degree and enrollment verification agent, document management agent, records storage agent, and library support services agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; consultants, volunteers or other outside parties to whom Trinity University has outsourced institutional services or functions that it would otherwise use employees to perform. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. As allowed within FERPA guidelines, Trinity University may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605  
Questions regarding Student Rights under FERPA may be directed to the Registrar.

### **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The Student Right-to-Know and Campus Security Act, Public Law 101-542, provides that institutions of higher education disclose information about completion or graduation rates and campus safety policies and procedures to current and prospective students and employees. Pursuant to that requirement, Trinity University has developed (1) a *Crime Awareness and Campus Security* brochure, which reports institutional security and crime statistics and (2) a Six-Year Graduation Rate Analysis report. Current copies of these reports are available to interested persons through the campus Safety and Security Office and the Institutional Research Office, respectively.

**STANDARD TIME CLASS PERIODS**

**Monday – Wednesday – Friday**

1st	08:30– 09:20	5th	12:30– 01:20
2nd	09:30– 10:20	6th	01:30– 02:20
3rd	10:30 – 11:20		
4th	11:30 – 12:20		

**Tuesday – Thursday**

1st	08:30– 09:45	5th	02:10– 03:25
2nd	09:55– 11:10	6th	03:35– 04:50
3rd	11:20 – 12:35	7th	05:30– 06:45
4th	12:45 – 02:00	8th	07:00– 08:15

**Monday – Wednesday Afternoon**

7th	02:30 – 03:45
8th	03:55 – 05:10
9th	05:30 – 06:45
10th	07:00 – 08:15

**Late Afternoon and Evening Classes**

Late Afternoon	04:30– 07:25 p.m.	(one meeting a week)
Evening	06:45– 09:40 p.m.	(one meeting a week)

**SCHEDULE OF FINAL EXAMINATIONS  
FALL SEMESTER 2009**

EXAMINATIONS WILL NORMALLY BE HELD IN THE CLASSROOM IN WHICH THE CLASS USUALLY MEETS. The maximum time for final examinations is three hours. Tests should not be extended beyond that time because such an extension would infringe on students' preparation time for other examinations.

**DECEMBER DEGREE CANDIDATES**

There is no special examination schedule for degree candidates who are scheduled to graduate on December 19, 2009. Degree candidates are not exempt by institutional policy from final examinations.

**GRADES FOR ALL DEGREE CANDIDATES SCHEDULED TO GRADUATE DECEMBER 19, 2009 ARE DUE IN THE OFFICE OF THE REGISTRAR NO LATER THAN NOON ON THURSDAY, DECEMBER 17, 2009.**

**READING DAYS**

Reading Days for the fall semester are Wednesday and Thursday, December 9-10, 2009. Since Reading Days are for the purpose of providing students with study time prior to final examinations, no classes are held on those days. Also, no major paper may be due and no major examination may be given on the two class days prior to the Reading Days.

**EXAMINATION SCHEDULE**

TIME	December 11 Friday	December 12 Saturday	December 14 Monday	December 15 Tuesday	December 16 Wednesday	December 17 Thursday
8:30-11:30 a.m.	MW 03:55-05:10pm	MW 02:30-03:45pm	TR 11:20-12:35pm	MWF 11:30-12:20pm	TR 12:45-02:00pm	MWF 12:30-01:20pm
12:00-3:00pm	MWF 10:30-11:20am	TR 09:55-11:10am	MWF 08:30-09:20am	TR 03:35-04:50pm	MWF 09:30-10:20am	TR 02:10-03:25pm
3:30-6:30p.m.	COMMON EXAM I	COMMON EXAM II	COMMON EXAM III	COMMON EXAM IV	COMMON EXAM V	MWF 01:30-02:20pm
7:00-10:00 p.m.	TR 08:30-09:45am	LATE AFTERNOON AND EVENING CLASSES				

**NOTE:** Late Afternoon and Evening classes (that begin at 4pm or later) use the 7:00 p.m. examination period on the night the class usually meets. Instructors whose classes do not meet at standard class periods shown above are responsible for scheduling their final exams in locations and at times that do not conflict with the examination schedule shown above and/or with class members' other examinations.

**SCHEDULE OF COMMON EXAMINATIONS**

<b>COMMON EXAM I (Friday, December 11, 3:30-6:30p.m.)</b>	ECON 3325 (Sections 1-2), MATH 1311(Sections 3-6), MATH 1312 (Sections 1-2), MATH 2321 (Sections 1-2)
<b>COMMON EXAM II (Saturday, December 12, 3:30-6:30 p.m.)</b>	BUSN 4301 (Sections 1-3), CHEM 1318 (Sections 1-3), FNCE 3301 (Sections 1-2), PSYC 2401 (Sections 1-2)
<b>COMMON EXAM III (Monday, December 14, 3:30-6:30p.m.)</b>	ECON 1311 (Sections 1-9), ECON 1312 (Sections 1-6)
<b>COMMON EXAM IV (Tuesday, December 15, 3:30-6:30p.m.)</b>	ACCT 1302 (Sections 1-2), ENGR 2320 (Sections 1-2), PSYC 2320 (Sections 1-2)
<b>COMMON EXAM V (Wednesday, December 16, 3:30-6:30 p.m.)</b>	MKTG 2301 (Sections 1-4), PSYC 1300 (Sections 1-2) PSYC/NEUR 2310 (Sections 1-2)

**NOTE:** Not all sections of the classes scheduled above will use a Common Examination Period. The instructor will inform the class if the final examination will be at the time scheduled for the class meeting time or at the Common Exam Period time. It is possible that Common Examinations may conflict with other scheduled examinations. In this case, students must contact the instructor of the course for which a Common Examination has been scheduled in order to resolve the conflict.

**PASS/FAIL COURSE LIMITATIONS**

- No course applied to the major, minor, or Common Curriculum requirements may be taken Pass/Fail.
- Only one course per semester (excluding courses only offered as Pass/Fail) may be taken Pass/Fail.
- Departments may designate courses that may not be taken Pass/Fail.
- No changes to Pass/Fail registration may be made after the 15th class day.

**SPECIAL OPPORTUNITIES IN AIR FORCE ROTC**

The Air Force Reserve Officer Training Corps (ROTC) program is offered to Trinity University students through the University of Texas at San Antonio. Trinity students may attend Air Force ROTC classes at UTSA as part of their Trinity curriculum. Trinity students will pay tuition and fees for Air Force ROTC courses directly to UTSA at the time of their registration at UTSA. The required *Cross Enrollment Form* is available from the Office of the Registrar and must be obtained prior to registration at UTSA. For additional information about Air Force ROTC, contact the Air Force ROTC Office (210-458-4624) located on the fourth floor of the Multidisciplinary Studies Building (M.S. 4:03:36) on the UTSA campus.