



## Definitions

- **Home Campus** - the campus to which you are admitted and issues your diploma.
- **Host Campus** - the campus offering the course in which you are registered.
- **Texas Information System (TIS)** - the student information and registration system used to request registration in courses at UT campuses other than your Home Campus.
- **Resident Credit** - also called institutional credit, is credit that counts toward your Home Campus residency requirement. These grades are factored into your Home Campus GPA.
- **Transfer Credit** - credit that is awarded by another institution that does not count toward your residency requirement. These grades are not factored into your Home Campus GPA.
- **Residency Requirement** - the number of credits you must earn from your Home Campus or the Finish@UT partner institutions in order to graduate.

## Enrollment Guidelines

**Each semester, be sure to do the following:**

1. Check the [Academic Calendars](#) page on the Finish@UT website for session start dates at each campus.
2. Check the Host Campuses' academic calendars (links in the campus column on the Finish@UT Academic Calendars page) to verify drop dates and policies for all sessions.
3. Check with all campuses to verify fee bill payment procedures and deadlines for all sessions.
4. Register for the next semester as early as possible after registration opens!

## Registration

To register for a course offered by your **Home Campus**, use its [electronic registration system](#). See the [Academic Calendars](#) for registration dates. To register for a course offered by a **different UT campus (Host Campus)**, submit an online registration request using the [Texas Information System \(TIS\)](#) during the semester registration period. Keep in mind that registration requests take several business days to be processed, so register early!

## Tuition and Fee Payment

You will pay tuition directly to the Host Campus. Each UT System campus has different tuition and fee schedules, payment deadlines, and payment processes. Typically, after a registration request has been approved, you will receive an e-mail from the Host Campus Registrar's Office with instructions on how to pay your fee bill. If you do not receive an e-mail from the Host Campus within a few days, we recommend you call the [Billing/Payment contact](#) at the Host Campus.

**Please Note:** Failure to pay your course fee bill by the Host Campus deadline may result in additional fees and/or the cancellation of your registration (courses dropped).

Questions about tuition and fee payment should be directed to the [Billing/Payment contact](#) at the Host Campus.

## Semester Start and Course Access

Each campus follows a different academic calendar. Refer to the [Academic Calendars](#) page on the Finish@UT website for semester start dates.

You will log into your online course on the Blackboard system at the Host Campus using the credentials they provide. Refer to the [Course Login and Help Desk Information](#) page for links to the Blackboard systems and help desk information for each campus.

## Financial Aid

Your Home Campus will award financial aid based on your enrollment at all campuses. However, you are responsible for paying tuition and fees to each institution with which you are enrolled. Institutions disperse financial aid 10 days prior to the start of the semester, but they **DO NOT** transfer money to your Host Campus for tuition payment.

If your Home Campus does not disperse your financial aid award in time to pay your Host Campus tuition bill, **you are responsible for making arrangements to pay the tuition by the deadline.** Otherwise, you will be dropped from your courses at that campus.

## Veterans Affairs and Hazlewood Benefits

If you are a VA or Hazlewood Benefits recipient, be sure you have selected the appropriate aid type in the Financial Aid Selections field on your [TIS profile](#). Unlike financial aid, VA and Hazlewood Benefits will be overseen by each Host Campus.

If you will be receiving VA Educational Benefits, contact the [Veterans Affairs contact](#) at the Host Campus for more information about how to get your coursework certified with the VA.

If you are eligible for Hazlewood Benefits, contact the [Hazlewood Benefits contact](#) at the Host Campus to apply for the exemption.

## Bookstores

The books for your courses will be available through each Host Campus bookstore. Refer to the [UT Campus Bookstores](#) information for links to the bookstores. Be sure to order your books as early as possible to ensure time for delivery before classes begin.

## Dropping a Class

If you wish to drop a class offered by a campus other than your Home Campus, you must contact the [Host Campus Registrar's Office](#) to do so. Refund and withdrawal policies of the Host Campus will apply.

If you wish to drop a class at your Home Campus, please refer to the Registrar for the appropriate procedure.

## Students with Disabilities

Students with disabilities should contact the office that handles accommodations for students with disabilities on each campus at which they have enrolled as soon as their enrollment is confirmed. Refer to the [Disability Services](#) information for a list of contacts for each campus. Students with a disability-related tuition waiver need to make arrangements with each Host Campus prior to the payment deadline.

## Transcripts

When you take a course from a Finish@UT campus, the transcripts will automatically be sent to your Home Campus at the end of the semester and uploaded to your student record. If, however, you have any kind of hold on your record at the Host Campus, the transcript will not be sent. The hold must be resolved before the transcript will be delivered to your Home Campus.

## Transfer Credits and GPA

Finish@UT students may acquire both resident credits and transfer credits. Check with your advisor before taking any courses outside of the Finish@UT program to be sure you are meeting your Home Campus residency requirement and to ensure the courses will meet degree plan requirements.

## Probation/Suspension

If you attain below a 2.0 GPA at a Host Campus, the Host Campus records system may place you on academic suspension. Be sure to check your [preferred e-mail address](#) and/or regular mail after grades are posted for an important message and then contact your academic advisor immediately to resolve the situation.