

Registration

Registration is the selection of classes and arrangement for payment of tuition and fees by the appropriate deadline. Regulations governing course selection, such as required courses, prerequisites and course load, are published in the *West Texas A&M University Catalog*. Each student is responsible for following these regulations. Information and assistance regarding regulations is available through each academic department. Any person admitted to WTAMU and who follows prescribed procedures may enroll in the University. Admission requirements are stated in the *West Texas A&M University Catalog*. Students may register and check their current class schedule through Buff Advisor. If you have any questions concerning registration, visit the Registrar's Office website at www.wtamu.edu/registrar or call (806) 651-4911.

Priority Registration: Time period from which a student may first register for a subsequent semester until the last day in which a student may register without incurring the Late Registration Fee.

Late Registration: Any date after Priority Registration has ended for a given semester and students may register for classes. Beginning Fall 2004, a \$4.00 per semester credit hour fee will be assessed students registering for and/or adding courses during the late registration time period.

Check the academic calendar for dates.

Process for Currently Enrolled Student Registration:

1. Contact advisor for appointment to be advised. Each student must be advised for the Fall and Spring semesters prior to being allowed to register.
 - If you have not declared a major, you will be advised through the STARR Center located in the Classroom Center, Room 112.
 - If you have not passed all portions of the Texas Success Initiative (TSI):
 - If you have not declared a major, you will be advised through the STARR Center.
 - If you have a major, contact your advisor to be advised for your major. You must contact the STARR Center for TASP advising and registration.
2. Your advisor will Green Light you. Green Lighting does not constitute registration. You must follow up and register yourself at the appropriate time. Please consult the printed Schedule of Classes or the Message Board of Buff Advisor for dates.
3. As a student, you are responsible for making payment at the appropriate time. Please consult the printed Schedule of Classes or the Message Board of Buff Advisor for dates.
4. For those that have financial aid, once you sign accepting financial aid the aid is applied to your classes even if you are not attending.
5. Be cognizant of deadlines, as they will be enforced. Please contact the Registrar's Office if you have questions or concerns.
6. Students must keep correct address on record. WTAMU is not responsible for undeliverable bills, but students are responsible for meeting the deadline for payment.