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OFFICE OF THE REGISTRAR

SHERRY WELLS, REGISTRAR

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Registration dates for both full-time and part-time students are listed in the Schedule of Classes. After a student registers, courses should not be added or dropped except for class conflicts or other acceptable reasons. In a regular semester the final date for registration or adding courses is the fourth class day. In a summer term, it is the second class day.

Unit of Credit & Course Load

The unit of credit is the semester hour, defined as one class meeting a week (or its equivalent) for one semester of 15 weeks. A grade of WF counts as hours attempted with 0 grade points earned in computing the grade point average. A grade of WP does not count as hours attempted in computing the grade point average. Most courses meet three hours per week and have a credit value of three semester hours. For each hour in class, at least two hours of preparation are expected on the part of the student. Many students should spend more than this amount of time in study.

Any student registered for 12 semester hours or more during the fall or spring semester or six hours in a summer session is considered a full-time student. The normal student-hour load is 15 to 19 semester hours during the fall or spring semester and six or seven hours in summer terms. Approval for heavier loads may be given by a student's academic dean under exceptional circumstances or if a student had an average of B or above during the preceding semester or the preceding summer session.

Student Classification

Students are classified as freshmen, sophomores, juniors or seniors according to the number of semester hours of course work completed, as follows:

Classification	Semester Hours Completed
Freshman	1-29
Sophomore	30-59
Junior	60-94
Senior	95-up





Registration Procedures

Prior to your registration time:

1. First-time freshmen and undergraduate transfer students must be advised and clear their registration hold with their academic adviser or department chair.
2. Students who have not demonstrated college readiness in reading, writing and mathematics according to the provisions of the Texas Success Initiative must be cleared for registration by the Academic Advising Center (Ferguson 291). Students who do not have TSI scores (ACCUPLACER, THEA/TASP, COMPASS, ASSET) on file will not be eligible for registration until scores have been received by the Academic Advising Center.
3. All students with a GPA below 2.0 must be advised and cleared for registration by their academic dean. Suspension students in the College of Business are not eligible to register early.
4. Currently enrolled and returning students may register according to the published time schedule. Date of birth will not be accepted as a valid PIN. If you are currently using date of birth as your PIN, the system will ask you to change it before proceeding with your registration. If you forget your PIN, you must contact the Registrar's Office at (936) 468-1370.
5. Clear **all** delinquencies.
6. Follow procedure described in the class schedule for registration.

Complete registration (at your scheduled time): You must access "mySFA" for registration. If you require assistance, phone (936) 468-1370 between 8 a.m. and 5 p.m. or request personal service in Room 202 of the Rusk Building during the same business hours.

You must visit each of the following offices and complete required procedures to ensure receipt of a proper billing statement and schedule of classes:

1. All students who have a Housing hold report to the Housing Office, Room 131, Austin Building or call (936) 468-2601.
2. All students living in university-owned housing must rent an SFA post office box.
3. Report to the University Police Department on East College Street if you plan to park any motorized vehicle on campus property. **Parking permits are required.**
4. Report to the Business Office, Room 204, Austin Building if you wish to choose tuition and fee installment payment plan.
5. Order yearbook in the Birdwell Building Room 111 or online at mySFA.

Clearing Delinquencies

Delinquency:

Admissions/Undergraduate
Admissions/Graduate
Financial Aid
Fiscal Office
Health Clinic
Library
Texas Success Initiative
University Housing
University Police Department

Go to Building & Room Number

Rusk Building, Room 206
Vera Dugas Building, Room 423
Austin Building, Room 104
Austin Building, Room 210
Health Clinic, East College Street
Library Circulation Desk
Ferguson Building, Room 291
Austin Building, Room 131
Austin Building, Room 210





Adding & Dropping Courses

(Also see, *Dropped Course Refunds* elsewhere in this bulletin.)

Students may add courses through the second class day during the summer semesters and through the fourth class day during the fall or spring semesters. Academic department chairs may reconcile class schedules through the official reporting date. Students may drop classes through five working days past mid-semester or mid-session as applicable. A student will not be allowed to drop a course after these dates, unless he or she withdraws from the university. The first class day is listed in the university calendar.

The following applies:

1. Through the official reporting date, withdrawals or a course dropped will not be recorded on a student's transcript.
2. After the official reporting date through five working days past mid-term for full semester courses or mid-session for partial semester courses, a drop, as well as a withdrawal, will be noted as a "W" on the transcript.
3. If a student has been found guilty of cheating/plagiarism according to policy A-9.1, Cheating and Plagiarism, the grade of "W" may be changed to "WF" at the discretion of the faculty member involved.
4. Beginning on the sixth working day after mid-term for full semester courses or mid-session for partial semester courses, a drop will not be permitted unless the student withdraws from all courses for the term. This withdrawal will be noted on the transcript as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time.

Auditing Courses

Students may enroll for continuing education credit or audit regular academic courses offered on campus on a space-available basis and with the permission of the instructor. Transcripts do not reflect audit courses. Students may not enroll for continuing education credit or audit regular academic courses offered off campus.

In those cases where a student enrolls for continuing education credit or audits a regular academic course, the fee shall be the same as the tuition paid by regularly enrolled students. (See fee information in the *Fees, Expenses and Financial Aid* section of this bulletin.) Individuals age 65 and over may audit at no charge on a space-available basis and with the permission of the instructor.



Fees, Expenses & Financial Aid

Tuition, fees, and deposits as shown in this section are obligations of each student. Payment may be made by cash, check or money order payable to Stephen F. Austin State University, or by credit card. Students are encouraged to pay via the Internet at <https://www.mysfa.sfasu.edu>.

Tuition & Fees

Statutory tuition and required fees at Texas state universities are established by legislative enactment. Designated tuition and other fees are established within statutory limitations by the Stephen F. Austin State University Board of Regents.

Stephen F. Austin State University reserves the right to change tuition and fees in keeping with acts of the Texas Legislature or the University Board of Regents. All charges are subject to corrections.

Tuition and Required Fees—Fall or Spring Semester 2006-2007*

# of Sem. Hrs.	Texas Residents Tuition **	Non-Texas Residents Tuition	Designated Tuition	Student Service Fee	Student Center Fee	Computer Use Fee	Library Fee	Rec Sports Fee	Publication Fee
1	\$50	\$326	\$76	\$10.50	\$35	\$10	\$4	\$50	\$1
2	100	652	152	21.00	35	20	8	50	2
3	150	978	228	31.50	35	30	12	50	3
4	200	1304	304	42.00	36	40	16	50	4
5	250	1630	380	52.50	45	50	20	50	5
6	300	1956	456	63.00	54	60	24	50	6
7	350	2282	532	73.50	63	70	28	120	7
8	400	2608	608	84.00	72	80	32	120	8
9	450	2934	684	94.50	81	90	36	120	9
10	500	3260	760	105.00	85	100	40	120	10
11	550	3586	836	115.50	85	110	44	120	11
12	600	3912	912	126.00	85	120	48	120	12
13	650	4238	988	136.50	85	130	52	120	13
14	700	4564	1064	147.00	85	140	56	120	14
15	750	4890	1140	150.00	85	150	60	120	15
16	800	5216	1216	150.00	85	160	64	120	16
17	850	5542	1216	150.00	85	170	68	120	17
18	900	5868	1216	150.00	85	180	72	120	18
19	950	6194	1216	150.00	85	190	76	120	19
20	1000	6520	1216	150.00	85	200	80	120	20
For each hour over									
20 add	50	326	0	0	0	10	4	0	1

*Stephen F. Austin State University reserves the right to change fees in keeping with acts of the Texas State Legislature or the University Board of Regents.

**Students enrolled in graduate courses will be charged additional graduate tuition of \$20 per credit hour.

For the most current information regarding tuition and fees, go to <http://sfasu.edu> and click on "Current Students" and then "Business Office" and then "Tuition Calculator."

NOTE: All students are required to pay a non-refundable Registration and Records fee of \$8 and an International Education fee of \$1. In addition, a course fee or lab fee may be charged for some courses to cover the cost of supplies and/or travel associated with the courses.

Tuition and Required Fees—Summer Term* (Five and one-half weeks)

# of Sem. Hrs.	Texas Residents Tuition**	Non-Texas Residents Tuition	Designated Tuition	Student Service Fee	Student Center Fee	Computer Use Fee	Library Fee	Rec Sports Fee	Publication Fee
1	\$50	\$326	\$76	\$10.50	\$35	\$10	\$4	\$25	\$1
2	100	652	152	21.00	35	20	8	25	2
3	150	978	228	31.50	35	30	12	25	3
4	200	1304	304	42.00	36	40	16	25	4
5	250	1630	380	52.50	45	50	20	25	5
6	300	1956	456	63.00	54	60	24	25	6
7	350	2282	532	73.50	63	70	28	60	7
8	400	2608	608	84.00	72	80	32	60	8
9	450	2934	684	94.50	81	90	36	60	9
10	500	3260	760	105.00	85	100	40	60	10
For each hour over									
10 add	50	326	76	10.50	0	10	4	0	1

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**Students enrolled in graduate courses will be charged additional graduate tuition of \$20 per credit hour.

For the most current information regarding tuition and fees, go to <http://sfasu.edu> and click on "Current Students" and then "Business Office" and then "Tuition Calculator."

NOTE: All students are required to pay a non-refundable Registration and Records fee of \$8 and an International Education fee of \$1. In addition, a course fee or lab fee may be charged for some courses to cover the cost of supplies and/or travel associated with the courses.

Auditing

Tuition and fees for auditing are the same as those paid by regularly enrolled students [see *Tuition and Required Fees* earlier in this section]. Individuals age 65 and over may audit at no charge on a space-available basis with permission of the instructor.



Payment Deadlines

Students who register during the Regular Registration period (as listed in the Schedule of Classes): Full payment of current amounts due must be made by the due date designated in the Schedule of Classes. Prior to the first class day of the term, the university will drop unpaid students from classes, and current tuition and fee amounts will be removed from the students' accounts. Bills will not be mailed. Students will be notified by e-mail of billed amounts through SFA's E-Bill system.

Students who register, add or change classes during the Late Registration period (beginning with the first class day of the term): Full payment of current amounts due must be made by the university's 20th class day. Students enrolling for classes during the Late Registration period incur a financial obligation immediately and must officially withdraw from the university if they decide not to attend, even if they have not yet paid. **Classes unpaid by the 20th class day will be dropped.** If no payment is made by the 20th class day, the student will be withdrawn. Any courses dropped or withdrawal is subject to the university's refund policy (see *Refund of Tuition and Fees* later in this section.)

Late Registration & Late Course Addition Fees

Each semester or term, student enrollment counts are taken on the "official census date" established by the state. These census dates are the 12th class day for fall and spring semesters and the fourth class day for summer terms. Students who register or add classes on or after the first day of the semester or term will incur the following additional fees:

<u>Late Registration Fee</u>	<u>Amount</u>
First class day through the census date	\$5
After the census date	\$50 per credit hour
 <u>Late Course Addition Fee</u>	 <u>Amount</u>
After the census date	\$50 per credit hour

NOTE: The normal last day to register is published each semester or term in the Schedule of Classes. The last day to register is always prior to the census date. Enrollment or adding courses after the last day to register will be permitted only in extraordinary circumstances and at the university's sole discretion.

Reinstatement Fee

In extraordinary circumstances, the university, at its sole discretion, may allow a student to be reinstated in classes after the 20th class day. In this case, a \$50 per credit hour reinstatement fee will apply. During summer sessions, the reinstatement fee will apply after the 15th class day.



Installment Payment Plan for Tuition, Fees, Room & Board

In accordance with Tex. Ed. Code 54.007, tuition and fees for **fall and spring** semesters may be paid using one of two alternatives. In addition, the university offers these same payment alternatives for room and board payments:

1. Full payment of tuition, fees, room and board in advance of the beginning of the semester; **or**
2. 1/2 payment of tuition, fees, room and board in advance of the beginning of the semester
1/4 payment of tuition, fees, room and board prior to the sixth class week
1/4 payment of tuition, fees, room and board prior to the 11th class week

All types of financial aid (i.e., federal, state and private) administered by the university to a student must be applied toward payment of the first installment and each subsequent installment in the order due.

Students choosing to pay tuition and fees in installments will be charged a \$15 non-refundable administrative fee. Those electing to pay tuition, fees, room and board in installments will be charged a \$25 non-refundable administrative fee. Students on the installment plan may pay their entire balance anytime prior to the payment due date. However, there is no refund of the administrative fee once an installment payment has been made.

The installment plan for fees applies to mandatory fees only. Optional and one-time fees (e.g., parking, yearbook, administrative fee, property deposit, late payment, student identification card, post office box) are ineligible for the installment plan and must be paid in advance of the beginning of the semester.

The costs for courses added after the initial registration are payable under the same payment alternative as was originally selected. Likewise, any refunds for dropped courses are made in accordance with the originally selected payment alternative.

If enrollment is terminated for any reason, the unpaid balance of tuition, fees, room and board is due and payable immediately. Refunds for withdrawals are made in accordance with the regular refund schedule [see *Refund of Tuition and Fees* later in this section]. Installment payments due will be deducted from the refund. The student is responsible for the immediate payment of any remaining balance due after the refund is applied. Students who fail to pay the balance in full will be considered delinquent.

The university will e-mail students notifying them prior to the second and third installment due dates via SFA's E-Bill system. Students who fail to make full payment by the due date will be placed on delinquency status and will incur late charges of \$25 for each missed payment date.

Any student electing the installment payment alternative must sign an Installment Contract. Copies of the current contract are available in the Business Office (second floor of the Austin Building) or on the Web site: www.sfasu.edu and click on "Current Students" and then "Business Office."

Residence Status

The university is guided by state law in determining the resident status of students. Sections 54.001-54.209 of the Texas Education Code provide, in part, as follows:

In essence, the student who has not resided in Texas for 12 months immediately preceding the student's registration into the university will be classified as non-resident.



A non-resident teaching or research assistant employed at least half-time in a position which relates to his or her degree program shall be entitled to pay the tuition and fees of a resident student.

A non-resident student holding a competitive scholarship of at least \$1,000 for the academic year awarded by a scholarship committee of SFA is entitled to pay the tuition and fees of a resident student during the period covered by the scholarship.

Rules and regulations governing the resident classification of a student shall be available in the Office of Admissions and any student who is uncertain of status should obtain such rules and regulations and seek a determination of status through that office.

Individual determinations can be affected by death or divorce of parents, custody of minor by court order, active military duty of student or student's parents.

Registering under the proper residency classification is the responsibility of the student. If there is any question of the right to classification as a resident of Texas, it is his or her obligation to raise the question with the Office of Admissions prior to registration.

International Students

Insurance Requirement: The Bureau of Citizenship and Immigration Services (BCIS - formerly called INS) requires all international students to carry health and accident insurance. The university has such a policy which meets all required coverage; applications are available at the SFA Health Clinic, admissions office, or the Office of International Programs.

Tuition and Fees: If an international student is awarded a competitive scholarship by a scholarship committee of SFA of at least \$1,000, he/she becomes eligible for tuition and fees of an in-state student during the period covered by the scholarship.

(See also *Scholarships and Financial Assistance for International Students* in this section of the bulletin.)

Additional Tuition Charges

Tuition Charged for Excess Credit Hours

Texas Education Code, Chapter 54.068 stipulates that the State of Texas will not provide funds to state institutions of higher education for excess semester credit hours earned by a resident undergraduate student. Since funding will not be provided by the state, and as premittted by state law, SFA will charge tuition at the non-resident rate to all students who exceed the semester credit hour limit of their program.

The law states, "The board may not include funding for semester credit hours earned by a resident undergraduate student who before the semester or other academic session begins has previously attempted a number of semester credit hours for courses taken at any institution of higher education while classified as a resident student for tuition purposes that exceeds by at least 30 hours the number of semester credit hours required for completion of the degree program in which the student is enrolled."

The limitation on excess credit hours applies only to those undergraduate students who first enter higher education in the fall of 2006 and after. The 2005 Legislative Session amended Texas Education Code 54.068 by changing the number of semester credit hours that exceeds the number of semester credit hours required for completion



of the degree program in which the student is enrolled from 45 hours to 30 hours. Those undergraduate students who first entered higher education in the fall of 1999 through the summer of 2006 will still be held to the 45 semester hour limitation. The semester credit hours counted toward the limitation include all hours attempted by the student except:

- Semester credit hours earned by the student before receiving a baccalaureate degree that has been previously awarded.
- Semester credit hours earned by the student by examination or under any other procedure by which credit is earned without registering for a course for which tuition is charged.
- Credit for remedial education courses, technical courses, workforce education courses funded according to contract hours, or other courses that do not count toward a degree program at the institution.
- Semester credit hours earned by the student at a private or an out-of-state institution.

Tuition Rebate for Designated Undergraduates

Section 54.0065 of the Texas Education Code authorizes a tuition rebate of up to \$1,000 for certain baccalaureate degree recipients. To be eligible for a rebate under this program, students must meet all of the following conditions:

1. They must have enrolled for the first time in an institution of higher education in the fall semester of 1997 or later.
2. They must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university.
3. They must have been a resident of Texas and have been entitled to pay in-state tuition at all times while pursuing a degree.
4. They must have *attempted* no more than three hours in excess of the minimum number of semester credit hours required to complete the degree according to the catalog under which they graduated. Hours attempted include but are not limited to transfer credits, course credit earned exclusively by examination (the first nine hours of credit gained through examination do not count as hours attempted), courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.
5. Additionally, students entering an institution in the fall of 2005 or later also must complete the baccalaureate degree within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is a program determined by the Coordinating Board to require more than four years to complete.

More information concerning this program is available at the Office of the Registrar.

Exemptions & Waivers from Tuition & Fees

Hazelwood Act (Sec. 54.203 Tex. Ed. Code)

Certain veterans who served on active military duty and received an honorable discharge, who were residents of Texas at the time of entry into the service, and who resided in Texas for at least the 12-month period before the date of registration are eligible for exemption from the payment of tuition and some fees at public schools. These exemptions also apply to children of members of the U.S. armed forces who were killed in action or who died while in the service. Additionally, they apply to children of members of the Texas National Guard and Texas Air National Guard killed since Jan. 1, 1946, while on active duty. The exemptions shall not exceed a cumulative total of 150 credit hours.

To obtain this exemption, the veteran should furnish the following documents to the Business Office:

1. A copy of the veteran's discharge papers;
2. A letter from the Veterans Administration verifying that veterans benefits have been exhausted; VA Regional Office in Muskogee Okla. at 1-888-442-4551.
3. Completed application for Hazelwood

All documents should be submitted to the Business Office well in advance of registration. Until his entitlement for this exemption has been established, the student will pay the regular tuition and fees from his own funds.

Children of Certain Disabled/Deceased Public Employees (Sec. 54.204 Tex. Ed. Code)

Children of certain firemen, peace officers, employees of the Texas Department of Corrections and game wardens who have suffered injury resulting in death or disability sustained in the line of duty are exempt from payment of tuition and required fees. Application for this exemption should be made to the Student Services Division, Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, Texas, 78711.

Hearing Impaired and Visually Impaired Students (Sec. 54.205 Tex. Ed. Code)

Certain hearing impaired and visually impaired students who are Texas residents are eligible for exemption from payment of tuition and some fees. Application for this exemption should be made to the Department of Assistive and Rehabilitation Services.

Good Neighbor (Students from Other Nations of the American Hemisphere) (Sec. 54.207 Tex. Ed. Code)

Certain native-born students from other nations of the American hemisphere may be eligible for exemption of tuition. Individuals requesting this exemption should contact the Office of Student Financial Assistance.

Prisoners of War (Sec. 54.219 Tex. Ed. Code)

A student is exempt from the payment of tuition and fees if that student:

1. is a Texas resident and was a Texas resident at the time of original entry into the U.S. armed forces;
2. was first classified as a prisoner of war by the U.S. Department of Defense on or after Jan. 1, 1999; and
3. is enrolled for at least 12 semester credit hours.

Additionally, an eligible student is exempt from the payment of fees and charges for room and board if residing on campus. Otherwise, a reasonable stipend to cover the costs of lodging and board will be provided. A scholarship will also be awarded to cover the costs of books and educational materials required for the course work.

**Children of Prisoners of War or Persons Missing in Action
(Sec. 54.209 Tex. Ed. Code)**

Dependent children of any person who is a domiciliary of Texas on active duty as a member of the U.S. armed forces, and who at the time of registration is classified by the Department of Defense as a prisoner of war or as missing in action, are eligible for exemption of tuition and some fees. Application for this exemption should be made in the Business Office well in advance of the student's registration.

Honor Graduate (Sec. 54.201 Tex. Ed. Code)

The highest ranking graduate of each accredited Texas high school is eligible for an exemption from tuition for both semesters of the first regular session immediately following his graduation. When in the opinion of the institution's president the circumstances of an individual case (usually military service) merit such action, this exemption may be granted for any one of the first four regular sessions following that individual's graduation from high school. Application for this exemption should be made in the Business Office.

**Students in Foster or Other Residential Care
(Sec. 54.211 Tex. Ed. Code)**

A student is exempt from the payment of tuition and fees if the student:

1. was in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after the day preceding the student's 18th birthday; and
2. enrolls in an institution of higher education as an undergraduate student not later than the third anniversary of the date the student was discharged from the foster or other residential care.

Application for this exemption should be made in the Business Office prior to registration.

TANF Students (Sec. 54.212 Tex. Ed. Code)

Tuition and fees will be waived for one year for eligible students who received financial assistance under Chapter 31, Tex. Human Resources Code, for at least six months as a dependent child in the last year of high school. Additional information about this exemption is available in the Business Office.

**Arkansas and Louisiana Residents (Sec. 54.0601 Tex. Ed. Code)**

In lieu of nonresident tuition, an undergraduate student from Arkansas or Louisiana will be charged the resident rate plus \$30 per semester credit hour. These rates do not apply to graduate students. If a student has moved to Texas from Arkansas or Louisiana but has not established Texas residency for tuition purposes, that student will qualify for the reduced nonresident rate. Application for the reduced nonresident rate shall be made in the Office of Admissions.

**Early High School Graduation Scholarship Program
(Sec. 56.201 Tex. Ed. Code)**

Qualifying students who complete high school in Texas, on or after Sept. 1, 2003, in 36 consecutive months or less will be exempted from \$2,000 in tuition, starting any time after graduation, with an additional \$1,000 awarded if the student also graduates with at least 15 hours of college credit. Students who graduate in more than 36 but less than 41 months will be exempted from \$500, with an additional \$1,000 awarded if the student also graduates with at least 30 hours of college credit. Students who graduate in more than 41 but less than 46 months and have at least 30 hours of college credit will be exempted from \$1,000. Students interested in exercising this exemption should contact the Student Services Division, Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, Texas 78711.

Selected ROTC/National Guard and Reserve Students

Selected ROTC, National Guard and Reserve students will be exempt from the payment of tuition, fees and/or room. Information about this exemption is available from the Military Science Department.

Senior Citizens (Sec. 54.210 Tex. Ed. Code)

Persons 65 years of age or older may enroll in up to six hours of courses each semester or summer term without payment of tuition, if space is available. Fees will be assessed. Senior citizens will be allowed to audit any courses offered by the university, without payment of tuition or fees, if space is available and with permission of the instructor.

Concurrent Enrollment (Sec. 54.216 Tex. Ed. Code)

Students enrolled in course work for concurrent high school and college-level credit will be charged a discounted rate. The course(s) taken must entitle the student to both of the following: (1) course credit toward the student's high school academic requirements; (2) course credit toward a degree offered by SFA.

Children of Professional Nursing Program Faculty (Sec. 54.221 Tex. Ed. Code)

Qualifying undergraduate students 25 years of age or younger who is a child (includes an adopted child) of a person who is employed by an undergraduate or graduate professional nursing program in the state of Texas as a full time member of its faculty or staff with duties that include teaching, serving as an administrator,





or performing other professional services, is entitled to a tuition exemption at the institution at which the child's parent is employed or is under contract. Additional information about this exemption is available in the Business Office.

Preceptors for Professional Nursing Education Program (Sec. 54.222 Tex. Ed. Code)

Preceptors for Professional Nursing Education Program who are enrolled as students or whose children are enrolled as students are eligible for a \$500 exemption of the total amount of tuition and fees, provided that they are a registered nurse and they are serving under a written preceptor agreement with an undergraduate professional nursing program as a clinical preceptor for students enrolled in the program for the semester or academic term for which the exemption is sought. Additional information about this exemption is available in the Business Office.

Refund of Tuition & Fees (Sec. 54.006 Tex. Ed. Code)

Withdrawal Refunds (See also *Academic Programs & Policies - Withdrawal from the University* elsewhere in this bulletin). A student officially withdrawing from the university is eligible for refund of tuition and certain fees according to the following schedule:

Regular Semester

- | | |
|--------------------------------------|---------------|
| 1. Prior to first class day | * 100 percent |
| 2. During the first five class days | 80 percent |
| 3. During the second five class days | 70 percent |
| 4. During the third five class days | 50 percent |
| 5. During the fourth five class days | 25 percent |
| 6. After the fourth five class days | None |

Summer Term

- | | |
|--|---------------|
| 1. Prior to first class day | * 100 percent |
| 2. During the first, second or third class day | 80 percent |
| 3. During the fourth, fifth or sixth class day | 50 percent |
| 4. Seventh day of class and thereafter | None |

* A student officially withdrawing from the university prior to the first class day will be assessed a matriculation fee of \$15. Full refund of tuition and fees will be made if withdrawal is due to death or transfer under military orders.

Dropped Course Refunds. (Also see *Registration - Adding & Dropping Courses* elsewhere in this bulletin.) A student dropping a course within the first 12 class days of a regular semester or the first four class days of a summer term is eligible for a full refund of tuition and fees for the course dropped, provided the student remains enrolled at the university for that semester or term.



Graduation Fee

Each time a student applies for a degree from the university, he or she must pay a graduation fee. If the degree candidate plans to participate in commencement exercises, he or she may rent a cap and gown at the Barnes & Noble bookstore in the University Center. For additional information, contact the Office of the Registrar.

Room & Board

Students who reside in university residence halls will obtain room and board in a package plan, for a single unit price, as listed in the schedule below:

Academic Year 2006-2007

Rates (including tax) are subject to change prior to the beginning of the academic year.

Residence Hall	Fall & Spring Semester			Summer I or II	
	w/7 day 14 Meals	w/7 day 20 Meals	w/210 block	w/7 day 14 Meals	w/7 day 20 Meals
5 Wisely Hall	\$2,645	\$2,730	\$2,869	\$964	\$1,067
7 Todd Hall	\$2,514	\$2,599	\$2,738	\$919	\$1,022
9 North Hall	\$2,695	\$2,780	\$2,919	\$989	\$1,092
10 Hall 10	\$2,559	\$2,644	\$2,783	\$964	\$1,067
11 Mays Hall	\$2,559	\$2,644	\$2,783	\$964	\$1,067
12 South Hall	\$2,871	\$2,956	\$3,095	\$1,076	\$1,179
14 Hall 14	\$2,514	\$2,599	\$2,738	\$919	\$1,022
15 Griffith Hall	\$2,514	\$2,599	\$2,738	\$919	\$1,022
16 Hall 16	\$2,514	\$2,599	\$2,738	\$919	\$1,022
17 Steen Hall	\$2,795	\$2,880	\$3,019	\$1,039	\$1,142
18 Kerr Hall	\$2,514	\$2,599	\$2,738	\$919	\$1,022
20 Hall 20	\$2,795	\$2,880	\$3,019	\$1,039	\$1,142
Lumberjack Lodge	\$3,259	\$3,344	\$3,483	\$1,188	\$1,291

Rates above include sales tax for board.

NOTE: *The costs listed above may change as operating costs increase.*

Room and board refunds are pro-rated from the end of the week that the student notifies Housing and Food Services personnel to discontinue service unless the housing contract states otherwise. Because of administrative costs necessary to process refund checks, no refunds will be made for amounts of \$5 or less.

Installment Payment of Room and Board

Room and board may be paid in installments during the fall or spring semesters. (See *Installment Payment Plan for Tuition, Fees, Room & Board* earlier in this section.) Room and board for each summer term must be paid in full at registration.

Deposits

Housing: A student who lives in university housing must deposit \$100 with the Housing Department prior to enrollment.

General Property Deposit (Sec. 54.502 and 54.5021 Tex. Ed. Code): Each student enrolled in the university must make a general property deposit of \$10. This deposit is subject to charges for property loss, damage and breakage in libraries and laboratories. The deposit, less charges, will be returned to the student at his/her request upon withdrawal or graduation. Any deposit that remains without a refund request for a period of four years from the date of last attendance shall be forfeited.

Books & Supplies

Students must provide their own textbooks and supplies. Barnes and Noble Bookstore, Inc. in the University Center is the major source of these materials.

Bookstore Refund Policy

The university bookstore is contracted to Barnes and Noble College Booksellers. The Barnes and Noble refund policy is as follows:

- Refunds will be issued in the original form of payment for textbooks purchased at the bookstore if returned in the original condition, with a valid receipt and within the first two full weeks after classes begin.
- Refunds will be issued in the original form of payment at any time during the semester for general merchandise purchased in the bookstore if returned in the original condition and with a valid receipt.
- Refunds or exchanges will not be issued for custom course materials, outlines, study guides, school guides, magazines and prepaid cards. Opened software may be exchanged for the identical item only.
- Student identification cards are required when selling books or purchasing by check or credit card in the bookstore.

Miscellaneous Expenses

Expenses for laundry, grooming, entertainment and personal incidentals are in addition to the expenses listed in this section.

Returned Checks

A charge of \$20 plus applicable sales tax will be assessed for each unpaid check returned to the university.



Financial Aid

Applications for financial aid are available in January to apply for aid for the following fall and spring semesters. Scholarship applications must be filed with the Office of Student Financial Assistance no later than Feb. 1. For priority considerations, applicants for financial aid should complete their financial aid application by April 1. Financial aid programs in which the university participates include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Leveraging Educational Assistance Program, Texas Grant Program, Texas Public Educational Grant, Federal Work-Study Program, Federal Perkins Loan, Federal Family Educational Loan Program (Stafford Loan), Texas B On-Time Loan and the Hinson-Hazelwood Student Loan Program.

Consideration for the above programs requires need analysis. This process begins with the electronic submission of the Free Application for Federal Student Aid and typically takes two weeks to complete. Students must meet all eligibility requirements, including satisfactory academic progress, to receive financial aid from federal and state programs. Financial assistance may be available to part-time as well as full-time students.

Unsubsidized Stafford Loans, Federal Parent Loans, short-term emergency loans and university scholarships may be available to students who do not demonstrate financial need.

Students who wish to work on campus while attending the university must register in the Student Employment Center, third floor of the Rusk Building.

Summer financial aid is available for eligible students who complete a summer general application.

Dropping courses may result in a reduction of financial aid funds for the current term. In order to receive financial assistance for future terms, you must make Satisfactory Academic Progress, and dropping classes will affect your Satisfactory Academic Progress standing. For information concerning this policy, visit the office's Web site at www.sfasu.edu/faid.com.

Students who receive financial aid and withdraw from the university or receive all QF's for the semester aid was received will be subject to a return of financial aid. (Please see *Return of Funds by Financial Aid Recipients* in this section of the bulletin.) All inquiries concerning student aid should be addressed to the Office of Student Financial Assistance, P.O. Box 13052, SFA Station, Nacogdoches, Texas, 75962-3052.

Department of Assistive and Rehabilitative Services Division of Rehabilitation Services (DRS)

A Texas state agency that provides rehabilitation services to persons who have certain physical or emotional handicaps. This vocational rehabilitation program helps Texans with disabilities prepare for, find and keep employment. The office is located on the SFA campus in the Human Services Building Room 324.

To be eligible for DRS: a) the individual must have a physical or mental disability which constitutes or results in a substantial handicap to employment and b) vocational rehabilitation services may reasonably be expected to benefit the individual in terms of employment.



The plan for services is individualized to each consumer and along with vocational counseling, the following assistance MAY be provided:

1. Medical treatment and/or physical restoration
2. Assistive devices
3. Job development and job placement
4. Vocational and/or academic training which may consist of:
 - Tuition and required fees
 - Room and board
 - Mobility assistance
 - Note-takers/tutors
 - Attendant care

To begin the eligibility process, an individual must apply in person at the DRS office nearest to their permanent residence. The following Web site provides a list of all the DRS offices within the state: <http://www.dars.state.tx.us/drs/DRSoffices.asp>.

Texas B-On-Time Loan

The Texas B-On-Time Loan program provides eligible Texas students no-interest loans to attend colleges and universities in Texas. If a student meets specified goals, the entire loan amount can be forgiven upon graduation.

The student must be a Texas resident; have graduated in the 2002-2003 academic year or later under the recommended high school program from a public or accredited private high school in Texas or have received an associate degree from an eligible institution no earlier than May 1, 2005; have not earned a bachelor's degree; be enrolled full time in an undergraduate degree or certificate program at an eligible institution; and have completed a FAFSA and be eligible to receive federal financial aid.

Other requirements apply to remain eligible and to have the loan forgiven. For more information, see the Office of Student Financial Assistance.

Scholarship Awards

The university has hundreds of scholarships available to new and returning students. Scholarships are based on need, merit, or athletic and special skills. Selection criteria may include (but are not limited to) an applicant's academic record, degree goals, financial status and performance on a standardized test. If applicable, other factors may be taken into consideration; these may include socioeconomic background, first generation of college attendance, rank in class, the applicant's region of residence, involvement in community activities, extracurricular activities, and career plans after graduation from college. The university scholarship committee or donors of scholarship funds may specify other appropriate selection criteria.

The university complies with all state and federal laws concerning awarding scholarships and other financial assistance. Scholarship amounts range from \$100-\$8,000. Some are renewable based upon academic performance, while others are one-time awards. Applications and additional information may be obtained from the departments listed below:



General Scholarships: The Office of Student Financial Assistance awards a number of scholarships through the General Scholarship Program. Eligibility criteria for each scholarship vary. The application deadline is Feb. 1.

Academic Excellence Scholarships: Awards \$3,000 scholarships to entering freshmen for fall 2006 who meet the eligibility requirements. If specific criteria are met, the scholarship may be renewed for three additional years after the initial award while pursuing the first baccalaureate degree.

Eligibility:

- Receive the offer of admission to SFA by June 1 for fall 2006

- Rank in the top 10 percent of graduating class, or rank in the top quarter of graduating class and earn a minimum score of 1100 on the SAT Reasoning Test (critical reading/reading and math combined) or 24 on the ACT (not including writing sample score).

A formal application for scholarship is not required as students are considered and evaluated when officially admitted to the university. Scholarships will be awarded to eligible students who are admitted to the university by June 1 for the fall 2006 semester.

Amount: Any student who meets the requirements and is admitted to the university by June 1 for fall 2006 semester will receive a \$3,000 scholarship. The scholarship is awarded as follows: fall 2006 semester \$1,500; spring 2007 semester \$1,500.

Community College Transfer Scholarships: The Community College Transfer Scholarship Program, available through the Office of Admissions, offers new students transferring from community colleges only an opportunity to qualify for awards up to \$2,000. Students with a minimum of 45 transferable semester hours, as computed by the Office of Admissions, are eligible for \$1,000 with a transferable GPA of 3.00-3.49 or for \$2,000 with a transferable GPA of 3.50-4.00. There is no separate scholarship application. Students will automatically be considered and notified of their eligibility upon admission to SFA.

University Scholars Scholarships: School of Honors scholarships are available to incoming freshmen meeting a minimum SAT composite score of 1220 or a minimum ACT composite score of 27 and to currently enrolled students with a minimum GPA of 3.25. The scholarship amount is \$2,000 per year (renewable up to four years if specific requirements are met for a total award of \$8,000). Application deadline is Feb. 1.

School of Honors Scholarships: Scholarships are awarded to freshmen only, provide up to \$4,000 per semester of financial support for up to eight semesters for recipients actively participating in the School of Honors and maintaining a minimum GPA of 3.25 on a 4.0 scale. Minimum score of 1220 on the SAT or 27 on the ACT is required.

Regents Scholarships: Each academic department offers two residence hall scholarships to academically gifted undergraduates. Recipients will be awarded a housing allowance up to \$1,500 per semester to be used toward the cost of a room located in an on-campus residence hall operated by SFA. While emphasis is placed on awarding the scholarships to incoming freshmen, new sophomores and juniors also are eligible. To be eligible for consideration, a freshman-, sophomore- or junior-level student who has not previously attended SFA must apply and be admitted to the university. Entering freshmen must be in the top 15 percent of their high school graduating class or in the top 25 percent of the class with an SAT score of at least 1220 or an ACT score of at least 27. Transfer students must meet the same requirements as entering freshmen and must have maintained a 3.25 grade point average (on a 4.0 scale) in all



college work taken at other institutions of higher education. Other requirements apply. For more information, call the Office of Admissions, (936) 468-2504, or visit www.sfasu.edu/admissions.

Alumni Association Scholarships: The Alumni Association has nearly 900 scholarships it awards to deserving SFA students each year. Award amounts vary. The deadline for application is Feb. 1.

Athletic Scholarships: Athletic scholarships are available through the Athletic Department in all NCAA sanctioned sports in which SFA participates.

ROTC Scholarships: Army Reserve Officer Training Corps Scholarships are available through the Department of Military Science. Scholarships are available for entering freshmen, transfer students, as well as continuing students.

Departmental Scholarships: Departmental scholarships are available to incoming freshmen and currently enrolled students who have selected a major. For additional information, consult the *Academic Units* section of this bulletin.

Scholarships and Financial Aid for International Students

Office of International Programs/SFA International Scholarship: The OIP/SFA International Scholarship is awarded to any student who will contribute to the increased diversity for international representation at SFA. The amount of the scholarship is from \$500 to \$1,000 per year (August 1-July 31). Graduate students who are awarded \$1,000 OIP/SFA scholarships and are subsequently awarded graduate assistantships will have their scholarships reduced to \$500 per year.

Criteria for consideration (must satisfy at least two of the following):

1. A student whose mother tongue language is other than English.
2. A student who has lived in a country other than the United States for a period of five years or more
3. A student who has foreign or dual citizenship: recognized by foreign country and not by United States.
4. To a student who can demonstrate how he/she could make a contribution to international diversity on the SFA campus. (Prepare a 100-word essay explaining the contribution.)

Additional requirements:

For entering freshmen: a very successful secondary educational record as evaluated for admission to SFA or an ACT composite score of 21 or higher or an SAT composite score of 1000 (verbal and math) or equivalent.

For transfer students from a community college or senior university: a GPA of 2.5 will be required (to be calculated on transferable credit at SFA).

For continuing students with this scholarship (pending availability of funds): must be a student in good standing with a GPA of 2.5+ on 4.0 scale.

For entering graduate students: a very successful educational record as evaluated for admission to SFA or equivalent.

All awardees must show financial need in order to be awarded the scholarship.

Applications are available in the Office of International Programs. Students may use the uniform scholarship application form for SFA and include the options above and submit to the SFA Alumni Center or OIP. Evaluation and award of this scholarship will be determined by OIP. Deadline for application is July 1 for the fall semester and November 1 for the spring semester awards.



Pilot 19: As a result of the NAFTA Agreement, two students from Mexico per 1,000 students enrolled at SFA are eligible to pay in-state tuition and fees. (For example, of 12,000 students at SFA, 24 students from Mexico would be entitled to receive this tuition waiver.) Students accepted into this financial aid program must sign a financial need statement.

Good Neighbor Scholarship: The Texas Legislature enacted a law that awards 10 scholarships to students from every country south of the United States (except Cuba) and Canada. In addition, 30 scholarships are awarded to students from Peru and Mexico. Students must have been accepted into a Texas university by March 1. Then the university submits names to the Texas Higher Education Coordinating Board, which awards the scholarships. Recipients do not pay state tuition for fall, spring and summer following the award made in May. Recipients must intend to return to the eligible country upon completion of the program of study.

Other scholarships: See *Scholarship Awards* in this section of the bulletin for other scholarships, such as Community College Transfer Scholarship, for which international students may be eligible.

Other financial aid for international students:

TPEG Grants — See *Financial Aid* in this section of the bulletin. (Applications for international students are available in the OIP.)

International or nonresident students who hold competitive scholarships of at least \$1,000 for an academic year or summer session may be entitled to pay resident tuition and fees provided they compete with other students, including Texas residents, for the scholarship. The scholarship must be awarded by a scholarship committee officially recognized by the university. The waiver of non-resident fees is available only during the period covered by the scholarship.

Return of Funds by Financial Aid Recipients

When a student has received financial aid payments to cover educational costs for a semester or payment period and subsequently withdraws from the university during the semester for which payments were received, these funds can no longer be considered as being used for educational purposes. Therefore, the funds must be repaid to the aid programs from which they were received by way of a return from the university and/or a repayment from the student.

Per Diem Return Policy for Federal Financial Aid Recipients

Federal regulations require the university to perform a return calculation for all students who receive federal financial aid and withdraw during the semester. The return amount due to the program(s) is calculated on per diem basis with a formula established by federal regulations. Returns are required on any student who withdraws before 60 percent of the semester is completed. The student will be responsible for reimbursing SFA for any funds returned by the university on behalf of the student.

In addition, federal regulations require that this return calculation be done for students who stop attending their classes and receive a grade of all QF's for the semester. Per regulations, these students will receive a calculation using a 50 percent completion rate on a percentage based on the last documented date of attendance. It is the responsibility of the student to provide the Office of Student Financial Assistance





with documentation of continued attendance if he or she receives all QFs for the semester. Documentation must be provided within 21 days of the end of the semester, unless an extension is announced.

Return Policy for Non-Federal Financial Aid Recipients

SFA also requires a return of funds for all non-federal financial aid recipients who withdraw during the semester. In the event that non-federal financial assistance programs or privately funded scholarships have their own return policy, their policy supersedes this policy.

Regular Semester:

- Prior to the first class day, 100 percent of the award must be returned.
- During the first five class days, 80 percent of the award must be returned.
- During the second five class days, 70 percent of the award must be returned.
- During the third five class days, 50 percent of the award must be returned.
- During the fourth five class days, 25 percent of the award must be returned.
- After the fourth five class days, none of the award must be returned.

Summer Term:

- Prior to the first class day, 100 percent of the award must be returned.
- During the first five class days, 80 percent of the award must be returned.
- During the second five class days, 60 percent of the award must be returned.
- During the third five class days, 40 percent of the award must be returned.
- After the third five class days, none of the award must be returned.

The student will be responsible for reimbursing the university for any funds returned by the university on behalf of the student.

