

Spring 2009 Telecampus Course and Payment Information

Please print these sheets for your records. They contain important information regarding your classes at UT Permian Basin.

Important Dates to Remember

Classes begin	January 12
Martin Luther King Day (Classes Cancelled/Office Closed)	January 21
Tuition Payment Deadline.....	January 21
Last day to drop* a course with a 100% refund.....	January 28
Last day to drop a course without creating an academic record.....	January 28
Spring Break.....	March 17-21
Last day to drop* a course or withdraw** from The University.....	March 27
Last regular Class Day	May 1
Semester Ends	May 8

EXTREMELY IMPORTANT

***Dropping a Course**

A Drop is defined as dropping one or more courses while remaining enrolled in other courses. There will be a \$5 fee added for each drop. There is no refund for a drop if it is made after the final day to drop with a 100% refund. Please see the schedule above for specific dates.

****Withdrawal from all Courses**

A Withdrawal is defined as dropping ALL courses at UT Permian Basin. Even if you are enrolled in courses at other UT Campuses, if you drop all of the classes you are in at UTPB, you are withdrawing. If you withdraw after the first class day you will not get a 100% refund. See the below schedule for withdrawal refund rates.

Withdrawal

You cannot withdrawal from the University or drop one of your classes online. If you need to withdraw from the University or drop one of your classes, you will need to contact the Registrar's Office by email because we have to have a written record of your request. We will need the following information

- Your name
- Your host campus
- The courses you are enrolled in at UTPB
- Reason for your withdrawal

Send your request to sanders_j@utpb.edu

**WITHDRAWAL FROM ALL CLASSES
REFUND SCHEDULE**

Date	Refund Rate	Date	Refund Rate
*Prior to January 12	100%		
Jan. 12	80%	Jan. 27	50%
Jan. 13	80%	Jan. 28	50%
Jan. 14	80%	Jan. 29	50%
Jan. 15	80%	Jan. 30	50%
Jan. 16	80%	Feb. 2	50%
Jan. 20	70%	Feb. 3	25%
Jan. 21	70%	Feb. 4	25%
Jan. 22	70%	Feb. 5	25%
Jan. 23	70%	Feb. 6	25%
Jan. 26	70%	Feb. 9	25%
Continued Next Column		Feb. 10 and after	NONE

Payment Deadline

Enrollment is not complete until all tuition and fees have been paid. All tuition and fee payments must be received by January 21, 2009. **If payment is not received by the deadline, you will be administratively dropped from your classes.**

*Please remember that registration is a very busy time on campus, as I'm sure it is at your home campus. Many offices become overwhelmed by the amount of students needing service, causing them to work, or be able to return phone calls slower, than they normally would. The earlier you can get your bill, books, and financial aid squared away, the easier it will be for you.

Viewing your Account and Paying Your Bill

Please check on Campus Connect for your payment information.

1. Go to www.utpb.edu and click on Register Online for Classes with Campus Connect.
2. Next enter your UTPB Student ID# (If you do not know your number, you can find it by logging into your Telecampus account) and your PIN# (last 4 digits of your ssn).
3. You will be able to view your account under Student Information, Review/Pay Account.

Payment by Credit Card

Not only may you view your tuition and fees bill online, you now have the opportunity to pay for your course(s) online. The payment method is accessed through our UTPB website. Once you have entered Campus Connect you can view the option to access the online payment process. If you have any difficulties with this process please contact the Accounting Office 432-552-2706.

Payment by Mail

You may contact the Office of Accounting at 432-552-2715 or you may mail in your payment to (E Cahier will also be available for your account payment options):

University of Texas at the Permian Basin
Accounting Office – Connie Moonen
4901 E. University
Odessa, TX 79762

Questions Regarding your Bill

Please refer any question on billing to Ms. Connie Moonen at email address: moonen_c@utpb.edu or phone 432-552-2715.

Course Log In

You log into your course through the Telecampus System not through CampusConnect. This page should provide you with assistance in determining how to log into your course. If you still require help please contact Telecampus directly at 1-888-TEXAS-16.

<http://www.telecampus.utsystem.edu/index.cfm/4,651.html>

Troubleshooting

We at UTPB want you to have a great semester. If you are having trouble accessing your classes or any kind of technical trouble call the telecampus toll free number 1-888-TEXAS-16.

If you have any questions or problems with your classes or schedule please contact either your instructor or Joe Sanders at 432-552-2638.