

## SUMMER 2009 CALENDAR

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

### Whole Summer Session

Tuition and fee payment deadline for students who registered .....	May 29
Classes begin .....	June 1
Last day to drop* a course with a refund .....	June 4
Last day to drop* without creating an academic record .....	June 4
Last day to drop* or withdraw** .....	July 14
Last Regular Class Day.....	August 5
Final Examinations.....	August 6

### First Summer Session

Tuition and fee payment deadline for students who registered .....	May 29
Classes begin .....	June 1
Last day to drop* a course with a refund .....	June 4
Last day to drop* without creating an academic record .....	June 4
Last day to drop* or withdraw** .....	June 18
Last Regular Class Day.....	July 1
Final Examinations.....	July 2

### Second Summer Session

Tuition and fee payment deadline for students who registered .....	July 3
Classes begin .....	July 6
Last day to drop* a course with a refund .....	July 9
Last day to drop* without creating an academic record .....	July 9
Last day to drop* or withdraw** .....	July 23
Last Regular Class Day.....	August 5
Final Examinations.....	August 6

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## FALL 2009 CALENDAR

Tuition and fee payment deadline for students who registered .....	August 21
First Day of Class.....	August 24, 2009
Last day to add a course.....	September 1
Labor Day Holiday (Classes Dismissed/Offices Closed).....	September 7
Last day to drop* a course with a 100% refund.....	September 9
Last day to drop* a course without creating an academic record.....	September 9
Last day official date to drop* a course or withdraw** .....	October 30, 2009
Thanksgiving Holiday (Students and Faculty) .....	November 25-27
Thanksgiving Holiday (Staff and all offices closed) .....	November 26&27
Last regular Class Day .....	December 4
Final Examinations .....	December 7-10

### **\*Dropping a Course**

If you wish to drop a class, you have to drop the class at the University that you are attending. Withdrawing from your classes at your home campus does not automatically withdraw you from other campuses that you may be taking classes at through the Telecampus.

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.

#### **SUMMER 2009 WITHDRAWAL REFUND SCHEDULE**

<b>Whole Summer &amp; 1st Summer</b>			<b>2nd Summer</b>	
<b>Date</b>	<b>Refund Rate</b>		<b>Date</b>	<b>Refund Rate</b>
Prior to June 1	100%		Prior to July 6	100%
June 1	80%		July 6	80%
June 2	80%		July 7	80%
June 3	80%		July 8	80%
June 4	50%		July 9	50%
June 8	50%		July 13	50%
June 9	50%		July 14	50%
After June 9	None		After July 14	None

## Fall 2009 Withdrawal Refund Schedule

Date	Refund Rate
*Prior to August 24	100%
Aug. 24	80%
Aug. 25	80%
Aug. 26	80%
Aug. 27	80%
Aug. 28	80%
Aug. 31	70%
Sept. 1	70%
Sept. 2	70%
Sept. 3	70%
Sept. 4	70%
Sept. 8	50%
Sept. 9	50%
Sept. 10	50%
Sept. 11	50%
Sept. 14	50%
Sept. 15	25%
Sept. 16	25%
Sept. 17	25%
Sept. 18	25%
Sept. 21	25%
Sept. 22 and after	NONE

You cannot withdraw online. If you need to withdraw from UT Permian Basin, 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](mailto:sanders_j@utpb.edu) or [registrar@utpb.edu](mailto:registrar@utpb.edu)

### **Payment Deadline**

Enrollment is not complete until all tuition and fees have been paid. All tuition and fee payments must be received by the appropriate deadline. Please check the above calendars for the payment deadline.

### **Telecampus versus CampusConnect**

There is a difference between *CampusConnect* and UT Telecampus.

*CampusConnect* is the means you use to access your information at UT Permian Basin. Through *CampusConnect* you can: pay your bill, view and print your unofficial

transcript, update your personal data, and other things pertaining to your academic record at UT Permian Basin. To get into *CampusConnect*, you use your University ID (UID) and your pin # (last four digits of SS# unless you have changed it).

[http://www.utpb.edu/ird/campusconnect/campus\\_connect\\_main.htm](http://www.utpb.edu/ird/campusconnect/campus_connect_main.htm) If you have problems logging in to *CampusConnect* contact the Registrar's Office at 432-552-2638.

UT Telecampus is the site where you actually access the classes. You have to create a log in and password based on the criteria set up on the UT Telecampus page. Your UID and pin # that you use to access *CampusConnect* have nothing to do with getting into your classes through UT Telecampus or Blackboard. The UT Telecampus website can be found at <http://www.telecampus.utsystem.edu/> If you have problems getting into the UT Telecampus site or Blackboard, contact 1-888-TEXAS-16 (Monday through Friday, 8:00am to 5:00pm, CST) or 1-866-321-2988 (24/7 Help Desk)

### **Viewing your Account at UTPB**

Please check on Campus Connect for your payment information. Summer bills are available now. Fall bills will be available in July.

1. Go to [www.utpb.edu](http://www.utpb.edu) and click on Register Online for Classes with Campus Connect.
2. Next enter Campus Connect, at this point you are asked to enter your UID# and your PIN# (last four digits of SS# unless you have changed it).
3. Once you enter Campus Connect, you will be able to change your PIN#. You will be able to view your account under Student Information.

### **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 notify me.

### **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](mailto:moonen_c@utpb.edu) or phone 432-552-2715.

### **Troubleshooting**

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