

# Chapter 2. The Office of Admissions and the Office of the Registrar

## Subchapter 2–100. General Provisions

### Sec. 2–101. Definitions

In this chapter, unless the context requires a different meaning,

- a. “student” means a person enrolled in residence at the University or a person accepted for admission or readmission to the University while that person is on the campus; and
- b. “University” means The University of Texas at Austin.

## Subchapter 2–200. The Office of Admissions

### Sec. 2–201. The Assistant Vice Provost of Admissions

The assistant vice provost of admissions is the administrative officer responsible for supervising the Office of Admissions and reports to the senior vice provost for strategic enrollment management.

### Sec. 2–202. The Office of the Assistant Vice Provost of Admissions: Duties

- a. Serve as the coordinating office for University relations with high schools, junior and community colleges, and other educational institutions. A responsibility of this office is to disseminate information to prospective students about the University and about the admission process.
- b. Be responsible for the University’s program of visitation to high schools and junior and community colleges. Develop outreach programs through which the University communicates with its constituents concerning the educational opportunities at the University.
- c. Receive and evaluate the admission credentials of each undergraduate applicant and determine the admission eligibility for these students and inform them of their admission status.
- d. Receive and examine credentials of former students who have not been in residence during a fall/spring semester to ascertain their eligibility for reentry.
- e. Evaluate, in conjunction with the academic departments, the courses from other colleges, universities, and junior colleges to determine their transferability to the University.
- f. Determine students’ legal residence for admission and tuition purposes (see [Texas Education Code, section 54.052](#)).
- g. Be responsible for maintaining and coordinating admissions programs with the various academic areas.

## Subchapter 2–300. Admissions

### Sec. 2–301. Requirements, Procedures, and Policies

The requirements, procedures, and policies for admission and transfer to the University and for reentry after a semester’s absence are set out in *General Information* and in the *Undergraduate*, *Graduate*, and *Law* catalogs.

### Sec. 2–302. Waitlist and Appeals

- a. On request of a student, the Admission Appeals Committee will review decisions of the Office of Admissions pertaining to admission or transfer.
- b. A student may appeal a decision of the Admission Appeals Committee to the assistant vice provost of admissions.

- c. A student may appeal a decision of the assistant vice provost of admissions to the senior vice provost for strategic enrollment management.

## Subchapter 2–400. Rules Applicable to Nonresidents

### Sec. 2–401. Where Found

*General Information* prescribes rules applicable to nonresidents in the *Admission Section*.

### Sec. 2–402. Appeal

A student or applicant may appeal a decision of the Office of Admissions pertaining to residence status through the Office of General Counsel of The University of Texas System to the Office of the Chancellor by following the established procedure administered through the Office of Admissions.

## Subchapter 2–500. The Admissions and Registration Committee

### Sec. 2–501. Membership

- a. The Admissions and Registration Committee has 15 members. The members are
  1. six members from the General Faculty, for three-year staggered terms;
  2. two staff members for two-year staggered terms;
  3. two students appointed by the president from a panel of names submitted by Student Government for one-year terms;
  4. two students appointed by the president from a panel of names submitted by the Senate of College Councils for one-year terms;
  5. one student appointed by the president from a panel of names submitted by the Graduate Student Assembly for a one-year term; and
  6. two members from the Faculty Council, appointed by the chair of the Faculty Council for one-year terms.
- b. The assistant vice provost of admissions and the registrar serve the committee as administrative advisors without vote.

## Subchapter 2–600. The Office of the Registrar

### Sec. 2–601. The Registrar

The registrar is the administrative officer responsible for supervising the Office of the Registrar and reports to the Senior Vice Provost for Academic Affairs.

### Sec. 2–602. The Office of the Registrar: Duties

The Office of the Registrar will

- a. maintain the official inventory of courses;
- b. maintain, by department and subject, records and reports about the class sizes;
- c. assist departments in scheduling classes in a manner that results in optimum space utilization;
- d. supervise and administer registration procedures;
- e. prepare official publications, including bulletins, catalogs, and course schedules;
- f. prepare statistical studies and reports of enrollment;
- g. schedule final examinations, except in the School of Law and the Dell Medical School;
- h. collect, record, and distribute grades;
- i. maintain official academic records and issue transcripts;
- j. prepare and issue official certifications regarding attendance, enrollment, and status;

- k. prepare and issue diplomas;
- l. certify student athletes for NCAA competition;
- m. administer degree audits;
- n. certify the eligibility for student veterans for Veteran Services; and
- o. review and determine student Texas residency classification.

## **Subchapter 2–700. Jurisdiction and Transfer**

### **Sec. 2–701. Jurisdiction**

- a. Each student by registering enters a college or school of the University and is subject to the rules and regulations of that college or school. A student pursuing simultaneous majors in two colleges or schools is subject to the rules and regulations of both.
- b. Each student who takes a course in a college or school other than the college(s) or school(s) in which he or she is registered is subject to the requirements and rules applicable to that course in the college or school in which the course is taught.

### **Sec. 2–702. Transfer to Another Division**

- a. Students who have completed 45 or fewer semester hours of college credit and are not on academic dismissal are eligible to transfer between colleges and schools within the University regardless of their grade point average, provided they satisfy all conditions and procedures that apply to students who enter the new college or school and any program thereof when first admitted to the University. Students who have completed more than 45 semester hours of credit must present a 2.00 University grade point average to qualify for transfer between colleges and schools within the University. Transfer students from other institutions are eligible to transfer between colleges and schools within the University upon completion of their first semester (including summer) session at The University of Texas at Austin regardless of the number of semester hours accumulated, provided they satisfy all conditions and procedures that apply to students who enter the new college or school and any program thereof when first admitted to the University.
- b. Students must complete transfer procedures by the end of the eighth class day of the semester (or the fourth class day of the summer session).
- c. Graduate students not previously admitted to the University as undergraduates may transfer from the Graduate School to an undergraduate college or school only if they (1) meet the general conditions for transfer, (2) satisfy any pertinent admission requirements for that undergraduate college or school, and (3) have the additional approval of the vice provost of admissions.

## **Subchapter 2–800. The Official Transcript of Academic Record**

### **Sec. 2–801. Nature of Transcript**

- a. The provisions of chapter 9 of the *Institutional Rules* describe the official transcript of academic record.
- b. A student may obtain from the Office of the Registrar a copy of his or her transcript of academic record by paying a fee prescribed by the registrar. The transcript includes the recorded results of the student's classwork at the University.

## **Subchapter 2–900. Reports of Academic Work**

### **Sec. 2–901. Semester Reports from Registrar**

At the end of each semester and at the end of the summer session, the registrar will provide a report of each student's academic achievement to the student through a secure Web site.