

Admission and Registration

Admission

University admission and readmission of undergraduate students is the director of admission's responsibility. Refer to the *General Information Catalog* for information about University admission.

Admission Policies of the School

The School of Civic Leadership provides an intellectually challenging interdisciplinary education to a limited number of students whose academic records indicate potential and motivation. Enrollment in School of Civic Leadership is selective. Application materials and information about deadlines are available at <https://admissions.utexas.edu/apply>.

Transfer

Internal Transfer

Students currently or formerly enrolled in other University degree programs who wish to enroll in a degree program in the School of Civic Leadership must complete an online Internal Transfer Application by the spring semester deadline to be considered for admission for the following fall semester. To be eligible to apply for internal transfer, students must have completed a minimum of 24 semester hours of credit in residence (excluding credit-by-exam) by the end of a spring semester, with a University grade point average of at least 3.25. Emphasis is given to strong performance in University courses, especially courses relevant to the degree program to which the applicant is applying. Meeting these requirements is no guarantee for admission.

External Transfer

Transfer applicants from related programs in other universities will be evaluated with emphasis given to excellence in academic ability, essays, and relevant achievements. The Office of the Dean will determine course credit upon acceptance. External transfer admission is available to a limited number of qualified applicants.

Students applying to transfer from another university to the School of Civic Leadership should select the appropriate degree program on the ApplyTexas application. All application materials must be submitted to the Office of Admissions by the deadline to apply for admission to the University for the fall semester; this date is given in the *General Information Catalog*. To be considered for transfer admission to the School of Civic Leadership, the applicant must have completed at least 24 semester hours of transferable college coursework with a grade point average of at least 3.25, and must submit a portfolio which includes course work from another university. All admission decisions are made before the end of the spring semester; the Office of Admissions cannot consider spring coursework in progress.

Transfer Credit

External transfer students with credit from another school must submit samples of their work and, if applicable, transcripts, course descriptions and/or syllabi for courses in their majors. On the basis of the information submitted, the Office of the Dean determines how students enter the School of Civic Leadership and assigns credit toward the relevant degree if appropriate.

Registration

The *General Information Catalog* gives information about registration, adding and dropping courses, transfer from one division of the University to another, and auditing a course. The *Course Schedule*, published before registration each semester, includes registration instructions, advising locations, and the times, places, and instructors of classes. The *Course Schedule* and *General Information Catalog* are published on the registrar's website.

Students should carefully verify that they have completed all course prerequisites, consult the academic advisors in the Office of the Dean, and take courses each semester in the suggested sequence to fulfill prerequisites.

Students must register each semester for at least 12 semester hours of coursework prescribed for the degree. The Office of the Dean must approve registration for fewer hours.