IMPORTANT DATES AND HELPFUL INFORMATION

Important Dates and Helpful Information for Students (Officially Enrolled in Courses)

**Enrollment**

Enrollment Schedule:
Refer to the university Enrollment Schedule [2] for enrollment dates

Academic Calendar:
Refer to the university Academic Calendar [3] for all academic dates
It is the responsibility of the individual student for official enrollment into a course by the enrollment date. Students who are not officially enrolled by the VIP Period may not continue attending class or receive a final grade.

**UH Sessions Class Listing**

**UH Sessions** [4] gives you options in pursuing your degree by providing a variety of courses to help you get ahead or stay on track. Use the **UH Sessions Class Search** [5] to find courses in the Spring or Summer 2016 short sessions.

**Attendance**

It is the responsibility of the individual professor to set attendance guidelines for a course. Check with your individual instructor on their course policy. Students are responsible for verifying whether they have been dropped from a course.

**Dropping Courses**

Dropping Courses call VIP 713-743-8484 or Online [6]

Before dropping courses, graduate students must see their graduate advisor [7], international students must see an international student counselor, and athletes must see the assistant to the director of athletics. Supported students and students holding a F-1/J-1 visa cannot drop below the required number of hours. View the deadline dates. Students are responsible for verifying whether they have been dropped from a course. Students are encouraged to call VIP or use the Online Enrollment Services [6].

- Graduate engineering students will submit their drop form in their major department to the Graduate Admissions Analysts [7].
• Undergraduate engineering students will submit their drop form in their major department to the Undergraduate Advising Assistant [7].

Medical Withdrawal for Undergraduate Students

Refer to Undergraduate Catalog?Withdrawal [8]

Grade Assignment

Refer to Undergraduate Catalog?Final Grade Reports [9]

Grades will be awarded only to students who are still officially enrolled after the last day to drop or withdraw from a course without receiving a grade. Students may use the Voice Information Processing (VIP) system to check grades for the semester. Grades are posted on a nightly basis following final exams.

Students are encouraged to contact the instructor of record or submit written requests to the department chair whenever questions arise concerning a grade received in a course. Students have 90 days after the posting of a grade to appeal. To appeal a grade, students must submit a completed General Petition Form or written request to the department where the course is offered no later than the close of the fall or spring semester/summer session following the posting of the grade. Faculty are required to retain all evaluated student material for a six month period after the end of the last class of the semester evaluated.

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Links:
[1] https://www.egr.uh.edu/academics/dates