

## IMPORTANT INFORMATION FOR CROSS-REGISTERED &amp; TRANSIENT STUDENTS

Spring 2021 at Texas A&amp;M University at Qatar

If you register for a course at Texas A&M University at Qatar you must follow all Texas A&M rules and regulations while enrolled. **Please carefully read the following:**

- 1. Application.** To apply for cross-registration or transient enrollment at Texas A&M, you must complete the appropriate application found online at <http://www.qatar.tamu.edu/apply>. Cross-registration students must also complete the Education City Cross-Registration Form found online at <https://www.qatar.tamu.edu/students/office-of-records/cross-registration>.
  - Online application will open on 29 November at 8:00 am.
  - We will begin accepting approved cross-registration applications **by email at [records@qatar.tamu.edu](mailto:records@qatar.tamu.edu)** on 29 November, 2020
  - Last day to apply for cross-registering is Thursday, 31 December at 4:00pm. Any applications received after this date will not be processed.
- 2. Schedule.** You will be contacted via email once registration has been approved and you have been registered for a course. This will likely happen within a day or two of the start of classes.
- 3. Attendance.** You may not register for a class which conflicts with your courses at your home campus. Attendance regulations are strictly enforced.
- 4. Dropping Classes.** Students are **NOT** automatically dropped from classes for non-attendance. If you decide not to take a course you have been enrolled in and you do not drop the course by **Thursday, 14 January**, you will be responsible for tuition and fees for the course and you will receive a grade. To drop the course, you must complete an Add/Drop Form, found online at <https://www.qatar.tamu.edu/students/office-of-records/student-forms>, unless this is the only course you are registered for. If this is the only course, you must complete the Withdrawal form which can be found on the same webpage.
- 5. Withdrawing from Classes.** Students may withdraw from a course up to **Sunday, 11 April**. After that date, no student may withdraw from a course except under exceptional circumstances. If you wish to withdraw from a course, you must complete the Withdrawal Form and turn it in by the deadlines mentioned above. You are still responsible for tuition and fees even if you withdraw from the course if applicable.
- 6. Examinations April 27 – May 3.** If you have a conflict between the scheduled final examination and the examination schedule at your home campus, your instructor will make special arrangements for you to take the examination at a different time. All final exams to be held online/remote only.
- 7. Books and Materials.** Books and materials will be available from the Texas A&M bookstore. Please contact [Amanda.mather@qatar.tamu.edu](mailto:Amanda.mather@qatar.tamu.edu) to receive your books and materials.
- 8. Electronic Access.** Please contact [servicedesk@qatar.tamu.edu](mailto:servicedesk@qatar.tamu.edu) immediately, IT will set up your E-learning account and a qatar.tamu.edu e-mail address. Please ensure that you activate your Net ID before classes begin. All official correspondence will be sent to your TAMUQ email. Please check this regularly.