

VERIFICATION OF ENROLLMENT PROCESS

A 24-HOUR NOTIFICATION IS REQUIRED TO PROCESS REQUEST

A STUDENT MUST MEET THE FOLLOWING REQUIREMENTS TO RECEIVE THE VOE FORM

ANY STUDENT WHO IS:

(1) CURRENTLY ENROLLED.

(2) WHO MET MINIMUM ATTENDANCE FOR CLASS CREDIT (90 PERCENT RULE) IN EACH CLASS THEY WERE ENROLLED IN THE FALL OR SPRING SEMESTER IMMEDIATELY PRECEDING THE DATE OF APPLICATION FOR THE FORM, PER TEXAS EDUCATION CODE 25.092.

(3) STUDENT MUST BE CLEAR OF ALL FINES AND FEES.

(4) CURRENT PROOF OF RESIDENCY MUST BE ON FILE.

STUDENTS MAY REQUEST THEIR VOE IN THE E200 OFFICE. IF YOU HAVE ANY QUESTIONS, YOU MAY CALL OUR OFFICE, 281-284-1722.