



GRADUATE STUDENT COURSE ADD FORM

Doctoral/Master's student to add a course for any of the following:

1. myUTSA registration has closed, requiring Department Chair and Instructor signature.
2. Student is unable to add Undergraduate course for Undergraduate credit due to Graduate level restriction.
3. Class does not have an active Waitlist.
4. Prepayment has not been received prior to Census date.

Name

Banner ID

Email

Term: ☐ Fall ☐ Spring ☐ Summer Year: _____

CRN: _____ Subject: _____ Course #: _____ Section #: _____

NOTICE TO STUDENT:

1. You must obtain approvals from the college and university
2. Write and attach a memo explaining why you want to add a class so late in the semester. The class will only be added if there is a credit on your account for this course and classroom capacity has not been reached
3. Once all signatures are obtained, please upload your form through Document Uploader. Please note that even if all signatures are obtained, you cannot be added if class capacity is reached.

Student, Signature

Print Name

Date

APPROVALS

REQUIRED UNTIL CLOSE OF BUSINESS ON CENSUS DATE:

NOTICE TO INSTRUCTOR AND CHAIR: By signing you are authorizing the enrollment of the student into the section including overriding all restrictions (pre-requisite, major, closed classes) EXCEPT fire code and fiscal holds that prevent registration.

Instructor, Signature

Print Name

Date

Department Chair, Signature

Print Name

Date

REQUIRED ONLY AFTER CENSUS DATE:

Associate Dean of College, Signature

Print Name

Date

Dean The Graduate School, Signature

Print Name

Date

* Fiscal Services Stamp for prepayment (only necessary after census date)

ONE STOP OFFICE USE ONLY

One Stop Initials: _____ Date: _____ Capacity: _____