



GRADUATE STUDENT COURSE ADD FORM

Graduate Forms can only be used for:

1. By master or doctoral student to add a course
2. Adding an undergraduate course for undergraduate credit
3. The class does not have an active Waitlist
4. The deadline to submit this form has passed
Deadlines: Fall and Spring one month after Census
Summer terms 10 days after Census
5. Prepayment has not been received for the course if it is past the Census Date

Name myUTSA ID

Phone Email

Term: Fall Spring Summer Year: _____

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

APPROVALS

Required until close of business on census date:

Instructor, Signature Date
Print Name

Department Chair, Signature Date
Print Name

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.

Student, Signature Date
Print Name

NOTICE TO STUDENT: Once all signatures are obtained, submit form to the One Stop Enrollment Center for Processing. Locations: Main Campus JPL 1.01.04 Downtown Campus FS 1.500

NOTE: Even if all signatures are obtained, you cannot be added if class capacity if reached

Required only after census date: Approval signatures and justification memo.

NOTE: After Census day, you are required to 1. obtain approvals from the college and university and 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.

Dean of College, Signature Date
Print Name

Dean The Graduate School, Signature Date
Print Name

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

OFFICE USE ONLY

One Stop Initials: _____ Date: _____ Capacity: _____