



**COURSE WAIVER FORM**

Student Information (Please Print)

**Registration & Records Office**

UTEP ID #

<b>8</b>									
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Name: \_\_\_\_\_  
                     Last                                    First                                    M.I.

<b>Term:</b> <input type="checkbox"/> <i>Fall</i> <input type="checkbox"/> <i>Spring</i> <input type="checkbox"/> <i>Summer</i> <b>Year</b> _____ <b>Level</b> <input type="checkbox"/> <i>UG</i> <input type="checkbox"/> <i>GR</i> <input type="checkbox"/> <i>DR</i>
<b>Student's Signature</b> _____ <b>Date</b> _____

**TO THE DEPARTMENT CHAIR/COLLEGE DEAN:**

If you grant these permissions, please have them entered on SFASRPO in Banner.

- o Doing so will allow the student to register him-/herself via Goldmine or TTR rather than having to return to our office.
- o Our office does overrides on SFAREGS only – if the student does not meet the prerequisites when we do prerequisite checks, s/he will be administratively withdrawn (AP) from the course.

Thank you!

CRN	Subject	Course #

Waivers Needed – DEPARTMENT CHAIR	
CAPACITY CLASS MAJOR / MAJORLAB LINK TIME COREQ PREREQ / PREREQLAB COLLEGE DEGREE DUPLICATE APPROVAL/APPROLAB	<div style="text-align: center; background-color: #cccccc; padding: 5px;"><b>Chair's Signature</b></div> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>

Waivers Needed – STUDENT'S COLLEGE DEAN	
CGRADE REPEATLIMIT TOTAL           MAX # CREDIT HRS   ALLOWED	<div style="text-align: center; background-color: #cccccc; padding: 5px;"><b>Dean's Signature</b></div> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>

Undergraduates must obtain Graduate School permission for any course with a "level" restriction.

Waivers Needed – GRADUATE SCHOOL	Signature
UG Level Restriction	

**Please call me if you have any questions about this request or if I can be of further assistance.**

Referred by: \_\_\_\_\_ Ext: \_\_\_\_\_

**Collection of Personal Information Notice (House Bill 1922)**

With few exceptions, you are entitled on request to be informed about the information The University of Texas at El Paso collects about you. Under § 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under § 559.004 of the Texas Government Code, you are entitled to have The University of Texas at El Paso correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Policy 139 (UTS139). The information that The University of Texas at El Paso collects will be retained and maintained as required by Texas records retention laws (§ 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

<b>R&amp;R (REV. 6/12)</b> UTEPSoc (all)	Date Processed:	Processed by:
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