Registration and Records Office

Subtitle Request Form

This form is to be filled out by the DEPARTMENT and sent to Registration & Records through campus mail.

Form A: BY SECTION

A subtitle can be included in a student record to reflect specific course content. Courses that normally have subtitles include, but are not limed to, Special Topics, Research, or Independent Study. This form assigns a Subtitle or Topic title to ***ALL STUDENTS*** registered in this section. The Subtitle will not appear on Student transcripts until grades are officially posted for the term.

CRN	Subject	COURSE #	TERM

Instructor's Name: _____

Instructor's Signature: _____ DATE: _____

Chair Signature: _____ DATE: _____

Subtitle to be included (limit 30 characters *including spaces*):

R&R REV. 6/12 UTEPSoC (all)	Date Processed:	Processed By:

Registration and Records Office

Subtitle Request Form

This form is to be filled out by the DEPARTMENT and sent to Registration & Records through campus mail.

Form B: BY STUDENT

A subtitle can be included in a student record to reflect specific course content. Courses that normally have subtitles include, but are not limed to, Special Topics, Research, or Independent Study. This form assigns a Subtitle or Topic title to the below named student ***ONLY***. The Subtitle will not appear on Student transcripts until grades are officially posted for the term.

Name _____ **UTEP ID** 8 | | | | | | | |

Last **First** **M.I.**

CRN	Subject	COURSE #	TERM

Instructor's Name: _____

Instructor's Signature: _____ DATE: _____

Chair Signature: _____ DATE: _____

Subtitle to be included (limit 30 characters *including spaces*):

R&R REV. 6/12 UTEPSoC (all)	Date Processed:	Processed By:

RESET FORM