



**COURSE ADD FORM AFTER
LATE REGISTRATION**

Registration and Records Office
Mike Loya Academic Services
Building, Room 107

TODAY'S DATE

**YOU MUST RETURN THIS FORM WITHIN 48 HOURS OF THIS DATE! AFTER 48 HOURS, THIS FORM IS VOID.
AFTER CENSUS DAY: YOU MUST RETURN THIS FORM WITHIN 24 HOURS OF THIS DATE**

Notice to instructor and chair: By signing this form, you are authorizing the Registration & Records Office to enroll the student into the section and to override all restrictions (such as closed class, major, prerequisite, etc.) EXCEPT "time conflict" and "level."

Signature of Department Chair (or Higher) gives full approval even in the absence of instructor signature.

Student Information (Please Print)

UTEP ID

Name _____
LAST FIRST M.I.

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Term: Fall Spring Summer Year _____ Level UG GR DR

REASON FOR ADDING CLASSES LATE: (Use the back of this form if you need more room)

Notice to the student: Upon processing of this registration form, it is your responsibility to pay all tuition and fees assessed, including any late registration and/or drop/add fees. You can find out what you owe at Student Business Services, Academic Services Building; go online to <https://my.utep.edu>; sign in; select "Goldmine" from the top menu bar; and follow the prompts. Please remember that any late registration or drop/add fees will not be reflected on your account until the day after this form is processed.

If any course has a "time conflict," you will have to obtain signatures from both instructors and both department chairs.

If any course has a "level" restriction, undergraduates will have to obtain Graduate School permission. Graduate students must speak to their advisor.

When you have obtained all signatures, please return this form to the Registration and Records Office to be registered.

If you have any questions or concerns, please contact the Registration and Records Office at (915) 747-5544

CRN (ex. 12345)	Subject (ex. HIST)	Course # (ex. 1302)	Instructor	Chair	P.O.T.

I am requesting to be enrolled into and to attend the above course(s).

Student's Signature: _____ Date: _____

R&R (REV. 2/18) UTEPSoC (ALL)	Date Processed:	Processed by:

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.