



DEPARTMENTAL ADD/DROP FORM

REGISTRATION & RECORDS OFFICE

This form cannot be used if the census day for that POT has already passed. Please contact the Registration and Records office for further information.

CANCELLED COURSE: [] Yes. *Class Change Request Form (CCR) must accompany this form*

Reason for Request (if course not cancelled):	Name of UTEP Employee Initiating Process:
---	---

	Subj. (e.g. ENGL)	Course # (e.g. 1311)	CRN (e.g., 11111)	Term	POT code (e.g., 1)
DROP					
ADD					

ENTERING CORRECT INFORMATION IN ALL SPACES ABOVE IS MANDATORY

Please PRINT or TYPE student names (last, first, middle initial) in the spaces provided. If necessary, use an additional form.

STUDENT NAME

UTEP ID

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		

This form is used for Add/Drop transactions when students are dropped from one section and added to another within the same department. Please complete a separate form for each combination of section dropped and section added. You are authorizing us to override all restrictions except "time conflict" and/or "level" with this form. If the requested transaction will exceed authorized "maximum hours" for any student, separate written permission signed by the student's college Dean is required before we can process the transaction. Please note: If this form is submitted requesting only an "add" or only a "drop", the transaction will not be processed as a department add/drop.

Chairperson Signature

Department

Date

NOTE: A GRADE CHANGE AUTHORIZATION FORM must be attached to this request if submitting this form for a semester that has already been graded.

Date In: _____	Date Processed: _____	Processed By: _____
----------------	-----------------------	---------------------