



**REINSTATEMENT AFTER THE
END OF SEMESTER FORM**

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

Please **PRINT** your name:

UTEP ID

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Last First MI

LEVEL UG
GR
DR

TERM Fall
Spring
Summer

YEAR

Notice to the Student

- Please be aware that Reinstatement will NOT be processed until approval from Student Business Services is obtained

-We will provide schedule information for ALL classes dropped for non-payment below.

-You will ONLY be reinstated in approved courses.

-You will secure approval and signatures from the Instructor and Department Chair, then return this form to Registration & Records for processing.

-You will assume financial responsibility for all tuition and fees, including the **\$200 reinstatement fee** associated with this request.

-You understand that the reinstatement fee is not subject to being waived.

-You understand and agree to make payment in full for tuition, fees, and the reinstatement fee within 24 hours after reinstatement

-Failure to pay, as agreed upon will, will result in final drop for the term.

My signature below indicates that I understand these conditions & assume financial responsibility.

Student Signature _____ Date _____

Notice to Faculty

The Instructor must indicate approval or disapproval of the student's request to add the course by circling one of the choices below and signing in the space provided. The Department Chair must also sign for approved requests. Return the completed form to the student.

A Grade Change Form is required for any approved course. The grade change will be from a "N" to the grade earned in the course. DO NOT give the student the Grade Change Approval Form Form, use inter-departmental mail to submit the change to the Registration & Records office.

Registration & Records Use ONLY				Signatures	
CRN	Subject	Course #	PoT	Instructor	Chair
				Circle Approved One: Disapproved	Circle Approved One: Disapproved
				Circle Approved One: Disapproved	Circle Approved One: Disapproved
				Circle Approved One: Disapproved	Circle Approved One: Disapproved
				Circle Approved One: Disapproved	Circle Approved One: Disapproved
				Circle Approved One: Disapproved	Circle Approved One: Disapproved
				Circle Approved One: Disapproved	Circle Approved One: Disapproved
				Circle Approved One: Disapproved	Circle Approved One: Disapproved
				Circle Approved One: Disapproved	Circle Approved One: Disapproved

R&R (REV. 2/18) UTEPSoC (all)	Date Processed:	Date \$200 fee 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.