

# Course Waiver Online Form

## Student Instructions

1. Choose “No” and your information will appear

The screenshot shows a web browser window with the URL `form.utep.edu`. The page header includes the University of Texas at El Paso logo and the text "The University of Texas at El Paso Course Waiver Form". Below the header, the form ID "DTN759390" and the submit date "Submit Date 5/27/2021" are displayed. The main form area contains a dropdown menu for "Are you an advisor/ staff submitting for student?" with a dropdown arrow. The dropdown menu is open, showing options: "<Choose One>", "<Choose One>", "Yes", and "No". The "No" option is highlighted in blue. Below the dropdown, there are input fields for "Name", "Phone", and "Email", and a "STUDENT ID" field. A "Major" dropdown menu is also present, currently showing "<Choose One>".

2. Choose your major

The screenshot shows the same form as above, but with the "Major" dropdown menu open. The dropdown menu is open, showing a list of majors: "<Choose One>", "<Choose One>", "Civil Engineering", "Computer Science", "Electrical and Computer Engineering", "Engineering Education and Leadership", "Industrial, Manufacturing and Systems Engineering", "Mechanical Engineering", and "Metallurgical, Materials and Biomedical Engineering". The "Civil Engineering" option is highlighted in blue. Below the dropdown, there are input fields for "Name", "Phone", and "Email", and a "STUDENT ID" field. The "Major" dropdown menu is now showing the selected major. Below the form, there are input fields for "CRN", "Course", "Waiver Type", "Subject", "Semester", and "Year".

3. Write in the details of the course. For example

CIN	12345	Subject	MECH 2331
Course	Materials and Manufacturing Processes	Semester	Fall
		Year	2021

4. Select type of waiver needed

Waiver Type	<Choose One>	Year	2021
Justification	<ul style="list-style-type: none"><li>&lt;Choose One&gt;</li><li>Capacity</li><li>Class</li><li>Major/ Major Lab</li><li>Link</li><li>Time</li><li>Coreq</li><li>Prereq/Prereq Lab</li><li>Degree</li><li>Duplicate</li><li>Approval/ Appt Job</li><li>C Grade</li><li>Repeat Limit</li><li>Total Credit Hrs</li></ul>		
Add Document			
Add Comment			

\*If the Total Credit HRS Waiver is chosen, remember to write in the Max # allowed of credit hours

Waiver Type	Total Credit Hrs
Max # Allowed	

5. Write in the justification or add a PDF file. Below is an example for “Time” Waiver

Justification
It is the only time available for this course. However, there is a time conflict of 20 minutes with a class that I have to take and is also the only section left.
Add Document

6. Double check all your information, then select “OK” to submit. The form below is an example.

EngAdv Course Waiver Form , St | +

forms.utep.edu/form.aspx?pid=303bd7c4-e334-4570-af66-867e2a2fad48&...

The University of Texas at El Paso  
Course Waiver Form

DTN759390 Submit Date 5/27/2021

Are you an advisor/ staff submitting for student? No

Name Paydirt Pete STUDENT ID 8  
Phone Major Mechanical Engineering  
Email ppete@miners.utep.edu

CRN 12345 Subject MECH 2331  
Course Materials and Manufacturing Processes Semester Fall  
Year 2021  
Waiver Type Time

Justification  
It is the only time available for this course. However, there is a time conflict of 20 minutes with a class that I have to take and is also the only section left.

Add Document

Add Comment

Click OK to Submit Form

OK Cancel Changes

7. Your waiver will be reviewed by an advisor. Check your email regularly for a response regarding your request. On average a waiver may take up to a week (on occasion, it may take longer) to be approved. Please contact your department if you have any questions regarding your waiver.
  
8. **If your waiver is returned**, check for comments in the pdf (refer to the last image) made by faculty, change anything that is necessary, and then resubmit.
  
9. **If your waiver is approved or denied**, you will be able to see any comments made (refer to the last image) explaining the approval or denial of the waiver.

User	Date	Comment
	4/21/2021 10:08 AM	Justification should be for the need to take 14 credit hours.
	4/21/2021 11:12 AM	As I'm applying for my extension, I have to take 4 classes during the summer, so I can get extension for Fall 2021 from the Higher ministry.
	4/21/2021 12:13 PM	Student needs the additional credits to graduate in the fall.
	4/21/2021 12:14 PM	Student needs the additional credits to graduate in the fall.
	4/22/2021 11:44 AM	approve
	4/22/2021 11:49 AM	please proceed

\*Comments will appear in this format near the end of the pdf.