



### Combatting the “Run-around”

During registration, students are oftentimes in need of guidance as to the processing of specific forms for funding, scholarships, 2<sup>nd</sup> bachelor’s degrees, study abroad, core course evaluation, course substitutions and change of major forms to name a few. In an effort to combat the run-around, please refer to the list below to better direct students to the appropriate office.

- 1) Core Evaluation Form – Must be turned in at the Dean’s Office
- 2) Course Substitution form – Must be turned in at the Dean’s Office
- 3) Change of major/minor/catalog year – Must be turned in at the Dean’s Office
- 4) Permission for major or minor course to count in block electives – requires a dean’s approval.

The link below are all the forms that must be initiated and/or turned in to the College of Liberal Arts Office which is currently housed in the Liberal Arts Building, Room 116.

<https://www.utep.edu/liberalarts/resources/student-resources/student-forms.html>

The forms and paperwork listed below are handled by the C.L.A.S.S. Center, located in Liberal Arts Room 302.

- 1) After Study Abroad forms of course equivalency have been filled out and signed by the authorized department, they are verified and signed by the C.L.A.S.S. Center.

- 2) Signed degree plans for Financial Aid or for the Military Student Success Center are verified and sent to the MSSC by the C.L.A.S.S. Center. The students are no longer able to walk over the copies.
- 3) Second Bachelor's Degree Forms for the Financial Aid Office
- 4) 104-r's for the military
- 5) Consortium Agreements
- 6) Graduation Application
- 7) Letters of Clearance
- 8) Letters of Completion

<u>Issue</u>	<u>Where to send the student</u>
Legal Name Change	Records Office, Mike Loya, Rm 107, Ext 5544
Address Change	Records Office, Mike Loya, Rm 107, Ext 5544
Have not received diploma	Records Office, Mike Loya, Rm 107, Ext 5544
Have not been charged diploma fee	Records Office, Mike Loya, Rm 107, Ext 5544
UTEP course not appearing on transcript	Records Office, Mike Loya, Rm 107, Ext 5544
Transfer course not appearing on transcript	Adm. Office, Mike Loya, Rm 102, Ext 5890
Other transfer course issues	Adm. Office, Mike Loya, Rm 102, Ext 5890
Dual Credit course not appearing on transcript	Adm. Office, Mike Loya, Rm 102, Ext. 5890
Credit by exam not appearing (CLEP/DANTES)	Adm. Office, Mike Loya, Rm 102, Ext. 5890
Credit for Military courses to count for credit	Adm. Office, Mike Loya, Rm 102, Ext. 5890
Core complete issues	Adm. Office, Mike Loya, Rm 102, Ext. 5890
Foreign Language Issues	Languages/Linguistics, LART 137, Ext 5767
ESOL Questions	Luz Maria Garcia, Ext 5597
ESOL waivers (2303)	Requires and Associate Dean's approval
Student grade complaint	Faculty Senate Grievance Committee
	<a href="https://www.utep.edu/student-affairs/dean-of-students-office/academic-support/grade-grievance.html">https://www.utep.edu/student-affairs/dean-of-students-office/academic-support/grade-grievance.html</a>
Student conduct and Scholastic Dishonesty	Office of Student Conduct/Conflict Resolution
Conflict between two or more students	Office of Student Conduct/Conflict Resolution
	<a href="https://www.utep.edu/student-affairs/osccr/">https://www.utep.edu/student-affairs/osccr/</a>
Disciplinary Checks/Dean's Certification	Not college Dean. Requires Dean of Students
	<a href="https://www.utep.edu/student-affairs/osccr/services/records-review.html">https://www.utep.edu/student-affairs/osccr/services/records-review.html</a>