

# Undergraduate Course Add Request

## THE UNIVERSITY OF TEXAS AT ARLINGTON UNDERGRADUATE ADD FORM

**Student Name:** \_\_\_\_\_ **Student Degree Program:** \_\_\_\_\_

**Student ID:** 1 0 0 \_ \_ \_ \_ \_ **Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*This form should be used by undergraduate students requesting to add one or more courses after the late registration period and before the Census date. Signatures are required from the instructor for each course requested, the academic advisor and the student. The student should complete this form in consultation with his/her academic advisor.*

### **The Student's Responsibility to the University**

*Please review the responsibilities and check to indicate your understanding of each.*

- I am responsible for paying the tuition and fees (including library, lab, etc. fees) immediately after adding this course.
  - o Refer to Student Financial Services at [www.uta.edu/fees](http://www.uta.edu/fees) or 817/272-2172 for more information.
- I understand I will be charged a \$25 fee for adding one or more classes.
- I am responsible for knowing if the academic program(s) in which I am majoring limits the number of attempts I can make toward a class.
  - o Review the UTA Catalog at <http://www.uta.edu/catalog/>
- If I am a financial aid recipient, I understand that adding courses could affect the current amount of aid that I receive as well as future eligibility.
  - o Contact the Office of Financial Aid and Scholarships at 272-3561 or [www.uta.edu/fao](http://www.uta.edu/fao).

**I have read and understand the information above and in the Undergraduate Catalog and request to be added to the following course(s) for the \_\_\_\_\_ term and year.**

Add/Swap	Course Prefix (eg. MATH in MATH 1302-001)	Course Number eg. 1302 in MATH 1302-001)	Section Number (eg. 001 in MATH 1302-001)	Instructor Approval <b>INSTRUCTOR SIGNATURE REQUIRED</b>	Date

**Instructor approval does not override prerequisites or room capacity issues and may therefore not guarantee enrollment in a course. This completed and signed form must be returned to your academic advisor as soon as possible and no later than the day before the official Census Date for the term to be approved and processed.**

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_