

# REGISTRATION FORM

Student ID Number: \_\_\_\_\_ Student Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Term/Year:  Fall  Spring  Summer 20\_\_\_\_

**ADDS ONLY (List Add portion of Swap actions here)**

Class Number (12345)	Course Prefix & Number (MATH 1314)	Section Number (.001)	Course Title (College Algebra)	Instructor (Smith)	Permission Number (If applicable)	Approval Code (See Below)	Written Approvals (Signature Needed)

**DROPS ONLY (List Drop portion of Swap actions here)**

Drops as part of a Swap?	Class Number (12345)	Course Prefix & Number (ENGL 1301)	Section Number (.001)	Course Title (Grammar & Comp)
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

**APPROVAL CODES**

**Advisors/Instructors/Chairs/Deans/Program Director:**  
Please assign Approval Code to the column above.

- 1 Overload (SCHs over maximum allowed; Dean only)
- 2 Credit/No-credit option (Advisor or higher)
- 3 Add class late (Instructor, Chair, or Dean)
- 4 Career Override: 4+1, MAcc, Fast Track, etc.; Chair)
- 5 Other: \_\_\_\_\_

**Examples:**

Course Prefix, Number and Title: MATH 1314 - COLLEGE ALGEBRA

Section Number / 5-Digit Class Number: Section 001-LEC(81214)

**Students requesting any of the above options must receive written approval on this form from the indicated persons prior to registration.**

**Submit this form to the One-Stop (STE 230), Longview University Center, Palestine Campus, or Houston Engineering Center. Students may scan and email the completed document(s) to [Enroll@uttyler.edu](mailto:Enroll@uttyler.edu) from their Patriot email.**

**WARNING: Dropping classes may affect your financial aid, scholarship(s), degree plan, or graduation date. Check Cashier's website for refund information.**

<b>Office Use Only:</b>	<b>Processed By:</b> _____ <b>Date Processed:</b> _____
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Questions regarding data collected may be directed to the Registrar. (HB 1922)

Registration Form Rev. 09/2019

SOCIAL SECURITY NUMBER GENERAL MANDATORY DISCLOSURE

Disclosure of your Social Security Number (SSN) is required of you in order for The University of Texas at Tyler to complete your request, as mandated by State law (Texas Education Code Ch. 61). Further disclosure of your SSN is governed by the Public Information Act (Chapter 552 of the Texas Government Code) and other applicable laws.

**Notice about Information Laws and Practices**

With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler 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 Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.