REGISTRATION FORM

Name: _____ **Semester/Year:** _____ **Student ID Number:** _____

Phone Number: _____

ADDS ONLY

Class Number (1234)	Course Prefix & Number (MATH 1314)	Section Number (.001)	Course Title (College Algebra)	Time/Day (1 pm MW)	City (TYLER)	Instructor (Smith)	Written Approvals (Signature Needed)	Approval Code (See Below)

DROPS ONLY

Cancelled Class?	Course Prefix & Number (ENGL 1301)	Section Number (.001)	Course Title (Grammar & Comp)
□ Yes □ No			
□ Yes □ No			
□ Yes □ No			
□ Yes □ No			
□ Yes □ No			

WARNING: Dropping classes may affect your financial aid, scholarship, degree plan or graduation date. Check the schedule of classes for refund information.

APPROVAL CODES

Please write applicable number in the appropriate column above.

1 Enroll in a closed class
2 Override course prerequisites (Dept. Chair/Dean only)
3 Overload (SCHs over maximum allowed; Dean only)
4 Credit/No-credit option
5 Pass/Fail option
6 Other: _____

Students requesting any of the above options must receive written approval on this form prior to registration and return this form to the Office of the Registrar, ADM221or fax to 903.565.5705.

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.

Questions regarding data collected may be directed to the Registrar. (HB 1922)