

# Fall 2019 COLLEGE OF BUSINESS GRADUATE STUDENT CLASS ADD/DROP PERMIT

Graduate Business Services (GBS), UT Arlington, Box 19376, Arlington, TX 76019-0376

Phone: 817.272.3004 Fax: 817.272.5799 Email: gradbiz@uta.edu

No DROP's processed after 4:00 pm on 11/1/2019

Student Name \_\_\_\_\_ UT Arlington ID# \_\_\_\_\_ (1000XXXXXX)

Program \_\_\_\_\_ Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

DROP					ADD						
	Course Abrev	Course Number	Course Section	5-digit code	Instructor Signature		Course Abrev	Course Number	Course Section	5-digit code	Instructor Signature
1						/					
2						/					
3						/					

Please initial the appropriate one(s):

- DROP:** Drop one or more courses, but continue enrollment in at least one course.
- WITHDRAWAL (RESIGNATION):** Drop all courses you are currently enrolled in this semester.
- I understand the consequences and accept the responsibility for adding/dropping a class.**

Graduate students who wish to change a schedule by either dropping or adding a course should first consult with their Graduate Advisor. The following regulations pertain to adds and drops.

1. A student may not add a course after the end of late registration.
2. A student dropping a graduate course after the Census Date but on or before the last drop date may, with instructor approval, receive a grade of W if passing the course with a C or better average. A grade of W will not be given if the student does not have at least a C average. In such instances, the student will receive a grade of F, if he or she withdraws from the class.
3. I understand that, if I am classified as an international student, I must carry a minimum course load as specified by the Office of International Education ([www.uta.edu/oie/](http://www.uta.edu/oie/)).
4. By submitting this request for enrollment in course(s), you acknowledge full financial responsibility resulting in this enrollment.
5. The student is responsible for ensuring the add/drop slip is given to GBS to meet the appropriate deadline.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System BPM # 32. The law is found in section 552.021, 552.023 and 559.004 of the Texas Government Code.

FOR GBS OFFICE USE ONLY	DATE RECEIVED	PROCESSED BY/DATE

Fall 2019			
<b>Classes begin</b>	August 21, 2019	<b>TO ADD:</b> From Aug 21 to Aug 26, 2019, student can add classes themselves via MyMav.  <b>TO ADD:</b> From Aug 27 to Sept 6, 2019, GBS can register students with an ADD/DROP slip signed by the instructor.  No ADD's processed after 4:00pm on Census Date.	<b>TO DROP:</b> From Aug 21 to Aug 26, 2019, student can drop classes themselves via MyMav. If this is your last class, you must drop by completing ADD/DROP slip.  <b>TO DROP:</b> From Aug 27 to Sept 6, 2019, students can drop by completing ADD/DROP slip.  <b>TO DROP:</b> From Sept 7 to Nov 1, 2019, the ADD/DROP slip must be signed by the instructor.  <b>TO DROP:</b> After Nov 1, 2019, requires a petition to withdraw. Student must withdrawal from all courses
<b>Late Registration</b>	August 21-26, 2019		
<b>Census Date</b> (no ADD's processed after 4 pm on this date)	September 6, 2019		
<b>Graduate Student Drop Date</b>	November 1, 2019		
<b>Last Day of Classes</b>	December 4, 2019		
<b>Final Exam Dates</b>	December 5-11, 2019		