Closed Course Request for ECE Students ONLY

ECE students can turn in this form starting on the 5th class day. The university closes all waitlists after the 4th class day of the semester. ECE students may request to be added to a course during the 5th-6th class days. Additions to closed courses will be based on priority (i.e. students with special circumstances) and the order in which requests are received.

- Students may not be added to courses that are full.
- Adding a class after the 4th class day may result in missed assignments that cannot be turned in late for a grade.
- The ECE Advising staff or Peer Advisors will not respond to emails or phone calls regarding your status.

Adding your signature to this form is an agreement to the terms previously stated.

NOTE: You will be contacted ONLY if you are added to the course. Please do NOT contact an advisor to ask about the status of your application.
Closed Course Request for ECE students
Internal ECE Document

Name: ___________________________________________ EID: ________________________

Course # requested (e.g. EE 313) __________________________________________
*You must complete a separate form for each course that you are requesting

List the prerequisite courses you have taken and your grade in each course. You must meet ALL prerequisites and corequisites in order to be added to the course.
Find prerequisites here: https://registrar.utexas.edu/students/registration/before/prerequisites

Course: #: _________________________________________ Grade: ______________
Course: #: _________________________________________ Grade: ______________
Course: #: _________________________________________ Grade: ______________
Course: #: _________________________________________ Grade: ______________

Please answer the questions below:

Are you graduating this semester? □ Yes □ No

Did you request this course on the Course Demand Survey □ Yes □ No

Do you have at least 12 hours in your schedule? □ Yes □ No

Do you have at least one EE course in your schedule? □ Yes □ No

Were you on the waitlist for this course? □ Yes □ No If so, what # are you on the waitlist? ______________

Is this a required course? □ Yes □ No

*For technical core electives, please meet with your faculty mentor to review options for other technical core courses and/or course substitutions.

Please provide additional details about why you need to take this course this semester:
___________________________________________________________________________
___________________________________________________________________________

By submitting this form, you are agreeing that you are eligible for enrollment in this course by meeting ALL prerequisites and corequisites. In addition, you are stating that you understand that completing this form does NOT guarantee you will be added. You will be contacted ONLY if you are added to the course.

Student Signature: ___________________________________________ Date: ________________________

Office Use Only

Time stamp: ________________________ Assigned to: ______________________________________
□ Approved □ Denied

Fall 2019