GRADUATE OPTION COURSE ENROLLMENT

This form is for initial enrollment in a graduate option course. The university requires continuous enrollment each long semester, with a grade of "In Progress" (IP) to be assigned each semester until completion. All students who receive an IP grade at the end of a semester will be automatically **enrolled in 3 hours** of the same option course for the following long semester. Automatic enrollment for option course will not be processed for summer semesters, or when an encumbrance exists that prevents registration. Students who wish to register for summer option coursework should notify the Office of the Registrar at Registrar@uhcl.edu during the registration period.

- Step 1: Instructor and Student must complete the information below and sign; Instructor will forward to Associate Dean's Office for final approval.
- Step 2: The Associate Dean's office submits the completed form with all signatures to the Office of the Registrar during registration via email at registrar@uhcl.edu or via fax at 281-283-2530.
- Step 3: The Office of the Registrar will notify the Associate Dean's office once official enrollment has been processed and completed and send them the completed form via email for their records.
- Step 4: The Associate Dean's office should notify the student regarding their official enrollment and of payment deadline

AUTHORIZATION	FOR GRADUATE OP	TION ENROLLMENT		
Last Name (Print)	First	Middle	Student ID num	ber
	ATURE (REQUIRED)		PHONE N	
	a final grade is awarded.			option course each fall and uition and fees before the fee
SEMESTER:	Fall Regular Session 1st 8 week 2nd 8 week	2nd 8 week 4 w		
COURSEWORK:	m Thesis	Project Inter	rnship Resid	lency Dissertation
	SUBJECT SUBJECT	m and Extended Course COURSE #	Hours: 3	
Please state an academ	ic justification for enrolling	g in more than 3 hours:		
INSTRUCTOR:	Last Name (Print)		D number	
ASSOCIATE DEA	Signature		Date	
ASSOCIATE DEAL	Signature		ate	