Request to Obtain Clearance for Restricted Course(s) for the 
College of Education & Human Development (COEHD) 
Semester: __________________

To have your request processed you MUST be admitted to the Teacher Certification Program and the Criminal Background Check Form MUST be attached. Once your request is approved, you will be notified via your lonestar e-mail address, and you will be able to self-register on ASAP for the appropriate sections, as listed on the Class Schedule. Requests are handled in order received and may take up to 72 hours to process.

1. Are you admitted to the Teacher Certification Program? Yes ________ No ________
2. Have you attached the Criminal Background Check Form? Yes ________ No ________
3. Have you completed the prerequisites Yes ________ No ________
   (To view all applicable prerequisites, go to http://coehd.utsa.edu/degrees.htm)

Section A: Student Information

Name: _______________________________________________________ Banner I.D. @__________________
   Last Name    First Name

Lonestar E-mail Address: ________________________________@lonestar.utsa.edu Phone# _________________

Is your file kept at: 1604 Campus Downtown Campus (circle one)

Section B: Certification Program (check all boxes that apply)

☐ Undergraduate ☐ Secondary Certification ☐ Post-baccalaureate

Section C: Restricted Course Request:

Requested Course 1: _______________________________________
   Disc Crse # Section #

Requested Course 2: _______________________________________
   Disc Crse # Section #

Requested Course 3: _______________________________________
   Disc Crse # Section #

Requested Course 4: _______________________________________
   Disc Crse # Section #

Requested Course 5: _______________________________________
   Disc Crse # Section #

This request does not reserve you a seat in the requested class(es). This request is valid for the current semester only.

Action Taken – Mark all that apply

☐ Criminal Background Check form attached
☐ Set SFASRPO permission
☐ Registered for Course
☐ Not Registered
  o Class filled
  o Time conflict with another course
  o Non-Advising hold
  o Pre-Requisite not met
  o Other

02-2007