Request to Obtain Clearance for Restricted Course(s) for the College of Education & Human Development (COEHD) Fall 2010

To have your request processed, you MUST be admitted to the Teacher Certification Program. Both an e-mail confirming your admission and a Criminal Background Check Form MUST be attached. Once your request is approved, you will be able to self-register on ASAP for the appropriate sections, as listed on the Class Schedule. Go to WebCT for instructions on how to check your status on ASAP. If you are not yet admitted to the Teacher Certification Program, you need to fill out a new request once you are admitted. Requests are handled in order received and may take up to 5 working days to process.

1. Have you attached e-mail confirming admission to TC 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
My UTSA E-mail Address: ____________________________@my.utsa.edu Phone# __________
Is your file kept at: 1604 Campus Downtown Campus (circle one)

Section B: Certification Program and Major (check all boxes that apply in both section A and B)

A) □ Undergraduate □ Secondary Certification □ Post-baccalaureate

B) □ IDS EC-6 □ IDS 4-8 □ IDS Special Education □ IDS degree only
  □ Health □ Kinesiology □ BBL

Section C: Restricted Course Request:

Requested Course 1:
  Discipline | Course # | Section #

Requested Course 2:
  Discipline | Course # | Section #

Requested Course 3:
  Discipline | Course # | Section #

Requested Course 4:
  Discipline | Course # | Section #

Requested Course 5:
  Discipline | Course # | 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

□ E-mail confirming admission to TCP attached
□ Criminal Background Check form attached
□ Set SFASRO permission
□ Registered for Course
□ Not Registered
  ☐ Class filled
  ☐ Time conflict with another course
  ☐ Non-Advising hold
  ☐ Pre-Requisite not met
  ☐ Other

10-2009