

Classification Change Request

Degree to Non-Degree Seeking Only

How to Submit Form: The completed form must be submitted via the [Document Uploader](#).

- **Fields to select on the Document Uploader:** Department: Registrar; Term: Select Applicable Term; Category: Registration Forms; Document: Classification Change for Undergraduate

Directions: Priority Deadline for submitting this request is the first day for each semester. These changes, if approved by the Office of the Registrar, will be effective immediately up to Census Date. Please refer to current UTSA Student Policies utsa.edu/infoguide for more information on classification changes.

STUDENT INFORMATION

Please indicate the term and year for this request: Fall Spring Summer Year: _____

First Name: _____ Middle: _____ Last: _____ myUTSA ID: _____

Telephone Number: _____ Preferred Email Address: _____

Explain the reasons for this request:

SIGNATURE

By signing below, I verify that I understand:

- Financial Aid is not available for non-degree seeking students.
- As a non-degree seeking student, course work from prior institutions will not be reflected at UTSA.
- It is my responsibility to clear university holds.
- Non-degree seeking students do not have priority registration.
- Students seeking Teacher Certification should contact the College of Education and Human Development Advising and Certification Center.
- Current UTSA Student Policies applies to this request.

Signature: _____ Date: _____

UTSA OFFICE USE ONLY: