

Classification Change Request

Degree to Non-Degree Seeking Only

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 Student Policies for more information on classification changes.

Student Information

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

Request Information

Indicate the term and year for this request.

Fall Spring Summer Year: _____

Explain the reason for this request:

Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements:

- 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 UT San Antonio.
- 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 Student Policies applies to this request.

Student Acknowledgement

Student Signature: _____ Date: _____

Submit this Form

Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select “Registrar”
- **Term:** Select Applicable Term
- **Category:** Select “Registration Forms”
- **Category 2:** N/A
- **Document:** Select “Classification Change for Undergraduate”

Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.

Disclaimer: *With a few exceptions, you are entitled on your request to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.*