

All adds for undergraduate business classes are handled by the BBA Program Office (UPO) in CBA 2.400. **Departments and instructors are not involved in this process.** You may decide to attend the class you are trying to add if the instructor does not object. However, attendance and notes from instructors will not aid you in adding the course.

Acknowledgement. By initialing below I acknowledge that I have carefully read and understand the information below.

I am **NOT** a graduating senior this semester. Seniors who must have a class to graduate should complete the **Graduating Senior Petition**, which can be found online or at the BBA Program Office (CBA 2.400).

I am **NOT** petitioning for a course that I am already registered for. We **DO NOT** change courses for instructor or time preferences.

Student Information.

_____	_____	<input type="checkbox"/>							
last name	first	uteid							
_____	_____								
major	expected semester of graduation								
_____	_____								
signature	date								
_____	_____								

FOR OFFICE USE ONLY:

students' major code: _____

assigned advisor: _____

peer advisor initials: _____

approved denied

Course Information.

closed course(s) you wish to add: _____

Justification. Please explain why you 'need' the course(s) below **this semester**. Use the back of form if needed.

Instructions.

- You may begin submitting forms **in person** to the BBA Program Office (CBA 2.400) on January 13th (first class day).
- Between January 13th - 17th, Monday - Friday 9am - noon and 1-3pm, we will be processing requests **in person**.
- No adds will be made after the 5th class day, January 17th except for students in extreme circumstances (student emergency).
- Submission does not guarantee approval. This form verifies your need. It doesn't guarantee a spot in the course. Some courses may be too full to permit adds of any kind.
- The decisions of the BBA Program Office are final.

Notice Concerning Your Information. The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that the University of Texas at Austin collects about you. It also gives you the right to request a copy of that information and to have the university correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the university's public information officer in the Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713, or by writing to cfo@www.utexas.edu.