

MASTER'S OPTION COURSE ENROLLMENT

University of Houston  Clear Lake

Office of Enrollment Services

Purpose: This form is for initial enrollment in a master's option course (Thesis, Project, Internship or Residency). The university requires continuous enrollment each long semester, with a grade of "In Progress" (IP) to be assigned each semester until completion. All students who receive an IP grade at the end of spring or fall will be automatically enrolled in 3 hours of the same master's option course for the following long semester. A reminder letter will be sent to all such students notifying them of this automatic enrollment and of the fee payment deadline. Automatic enrollment for master's option courses will not be processed for summer semesters, or when an encumbrance exists that prevents registration. Students who wish to register for summer master's option coursework should notify the Coordinator of Registration and Records at (281) 283-2537.

AUTHORIZATION FOR MASTER'S OPTION REGISTRATION

Complete this form, obtain required signatures, and return it to the Office of Enrollment Services prior to the end of registration.

STUDENT'S LAST NAME (PLEASE PRINT) FIRST MIDDLE SOCIAL SECURITY NUMBER

STUDENT'S SIGNATURE DATE

My signature indicates my authorization to be automatically enrolled in the same master's option course each fall and spring semester until final grades are awarded. I understand it is my responsibility to pay all required tuition and fees by the fee payment deadline for Open Registration.

Semester: Fall _____ Spring _____ Summer _____

Type of Coursework: Thesis Project Internship Residency

DEPARTMENT [] [] [] [] [] COURSE# [] [] [] [] []

Instructor Signature:

INSTRUCTOR'S SIGNATURE DATE

INSTRUCTOR'S SOCIAL SECURITY NUMBER

Associate Dean Authorization (if Required by school):

ASSOCIATE DEAN'S SIGNATURE DATE

OFFICE USE ONLY

Computer #: _____

Processed by: _____

Date: _____