To Sign Or Not To Sign

Presented by Greg Elliott, Chair of UTSA Department of Art & Art History
Paper Forms and Electronic (Paper, On-Line, PeopleSoft, etc.)

Requiring Chair's Signature

1. P.O.I. — Point of Interest Form (paper) - MG
2. Removal of Equipment forms - Dean
3. Mechanical key request (paper) - Annele
4. Departmental approval forms (DAP) — (paper) - Annele
5. Card Maintenance Form (CMR) (paper) - Annele
6. Timesheets (paper) - Annele
8. Charts of Accounts (COA) Maintenance Request - I sign forms for Greg as per need of new budgetary accounts for department. New account this year is FIN1231, Facilities (FM0123), Alvarez- Study Abroad (ET0045), Faculty/Student Research Travel (DSF123), (paper) - Victor
9. UTShare Department User Access Form - Financial Management Solutions (FMS), Human Capital Management (HCM) Security Access. Time Keeper, Access to department financial queries and data extract, etc. (on-line) - Victor

10. Request for One Time DBT (department budget table) Funding Change. For example, Christopher Hardgrove hire, this past summer with placing his wages to be pulled from correct account based on positions ID# associated with budget account. (on-line) - Victor
11. Fiscal Management Sub-Certification - Year End Closing. (paper) - Victor
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16. Staff Performance Evaluation Review Form - (Paper) - Victor
17. HR Compensation - New Position Justification Form, Salary Staff/Faculty Supplementation. (on-line) - Victor
18. HR Day One - DAF Form - Hire, Rehire, Faculty Contracts, New Positions, Modify Positions, Pay Rate Change, Job Record Change. (on - Victor
19. HR Faculty Separation/Termination - Resignation letters. - Victor
20. Procurement transaction logs - Victor
22. Removal of Equipment - Victor
23. Surplus Property Turn-in forms - I sign for Greg to expedite materials needing surplus in loading dock or no longer functional or useful for department. - Victor
24. Purchase Reimbursement Form — Expense Reports (Paper) - Leticia
25. Injury Report Statement (Paper) - Leticia
26. Supplier Information Form (SIF) — Vendor to get paid - Leticia
27. Requisitions (On-line PeopleSoft) — Copier, Art Supplies, etc. - Leticia
28. Expense Reports (On-line PeopleSoft) - Leticia
29. Non-PO Vouchers (On-line PeopleSoft) — Make payments to Prairiel, Cuebas, Memberships, etc. - Leticia
30. Petty Cash Form (Paper) - Leticia
32. Procure (CMR, Card Maintenance Request (Paper) — Back-Up - Leticia
33. Summary Financial Reports (Paper) - Victor
The University of Texas at San Antonio

OFFICE OF THE REGISTRAR

ADD FORM

Submit completed form to One Stop Enrollment Center for Processing

You cannot submit this form for processing in the following situations:
1. Registration is open on ASAP.
2. The class you are trying to add has an active Waitlist.
3. The deadline to submit this form has passed
   a. Deadline for Fall and Spring is a month after Census
   b. Deadline for Summer terms is 10 days after Census
4. Prepayment has not been received for the course if it is past the Census Date

One Stop will have to check for room capacity. Even if all signatures are obtained, you cannot be added if capacity is reached.
One Stop is located at the Main Campus at JPL 1.01.04 and Downtown Campus at F 1.500

STEP 1: Student Information and Signature

Student's First Name: [Redacted]  Middle: [Redacted]  Last: [Redacted]
myUTSA ID: [Redacted]  Telephone Number: [Redacted]
Term:  Fall  Spring  Summer  Year: 2016
CRN:  30468  Subject: ART  Course #: 1143  Section #: 031  Date: 11/13/16
Student Signature: [Redacted]

STEP 2: Approval Signatures up to close of business day on Census Date

Advisor Name: [Redacted]  Signature: [Redacted]  Date: 1/20/16
For Advisors ONLY Class Capacity:  Enrollment: 
Instructor Name: [Redacted]  Signature: [Redacted]  Date: 1/20/16
Dept Chair Name: Gregory Elliott  Signature: Not Approved  Date: 1/20/16

STEP 3: Approval Signatures for Adds After Census Date (SKIP if this is submitted prior to the close of Census Date)

NOTE: Class will not be added unless there is a credit on your account pre-paying for this course.

Dean of College
Signature: ____________________________  Date: ____________________________

Dean of Undergraduate Studies Name
OR
Dean of Graduate School Name
Signature: ____________________________  Valid Through 5pm On This Date:

With a few exceptions, you are entitled on your request to be informed about the information U.T. 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 U.T. 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.

One Stop Initials ____________________________
Date: ____________________________
Capacity: ____________________________
OFFICE USE ONLY

Fiscal Services Stamp for pre-payment:
(Only necessary after Census Date)
The University of Texas at San Antonio
OFFICE OF THE REGISTRAR

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STEP 1: Student Information and Signature

Student’s First Name: ___________________________ Middle: __________ Last: ___________________________

myUTSA ID: ___________________________ Telephone Number: ___________________________

Term: Fall ☐ Spring ☐ Summer ☐ Year: 2016 ☐

CRN: ☐ Subject: ART Course #: 1033 Section #: 5 ☐ No such course.

Student Signature: ___________________________ Date: 8/23/2010

STEP 2: Approval Signatures up to close of business day on Census Date

Advisor Name: ___________________________ Signature: ___________________________ Date: ___________________________

For Advisors ONLY Class Capacity: __________ Enrollment: __________

Instructor Name: ___________________________ Signature: ___________________________ Date: ___________________________

Dept Chair Name: ___________________________ Signature: ___________________________ Date: ___________________________

STEP 3: Approval Signatures for Adds After Census Date (SKIP if this is submitted prior to the close of Census Date)

NOTE: Course will not be added unless there is a credit on your account pre-paying for this course.

Dean of College Signature: ___________________________ Date: ___________________________

Dean of Undergraduate Studies Name ___________________________ Date: ___________________________

OR

Dean of Graduate School Name ___________________________ Date: ___________________________

Signature: ___________________________ Valid Through 5pm On This Date: ___________________________

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.211 and 552.203 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 U.T. 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 441.160 et seq.) of the Texas Government Code and rules. Different types of information are kept for different periods of time.

One Stop Initials: ___________________________ Date: ___________________________

Capacity: ___________________________ Fiscal Services Stamp for pre-payment:
(Only necessary after Census Date)

OFFICE USE ONLY
INDEPENDENT STUDY COURSE FORM

Completed and approved form should be taken to the One Stop Enrollment Center for processing. Student must present valid photo ID at the One Stop Enrollment Center at time of processing. Effective date of this request is the date it is processed at the One Stop Enrollment Center.

Term: Fall  Spring  Summer
Year: 2016

Student's First Name: [Redacted]  Middle:  Last: [Redacted]

Telephone Number: [Redacted]  Preferred Email Address: [Redacted]

CRN: 1505 Subject: ART Course #: 4913  Section #: 01
Will any of the work listed below be carried out in a laboratory?  Yes  No

Instructor's Name (printed): Chasity Blizard

Description of topic to be studied:

Presentation - Can be done in a regular class. Needs to be a specific topic, less general. Do this with the instructor!!

Description of work to be required of the student and the basis upon which credit and a grade will be assigned:

Laboratory Required:  Yes  No

# of meetings (weekly, bi-weekly, etc.) between student and instructor.

Activity per semester: Not enough!

Type and amount of work the grade will be based on (along with the % that each assignment will be worth): A group of personal projects. Needs more specific description.

End of semester need specific due date!

NOTE: No more than 6 hours of Independent Study may be applied to any UTSA degree.

SIGNATURES:

Student (signature)  Date: 08/10/16

INSTRUCTOR: your signature below indicates your agreement with student's responses regarding laboratory requirements for this course.

Chasity Blizard  Date: August 11, 2016

Undergraduate or Graduate Advisor (signature)  Date: 08/11/16

Department Chair (signature)  Date:

Dean's Office (signature)  Date: 08/10/16

This form is available at utsa.edu/registrar/forms.html
Paper
Forms and Electronic (Paper, On-Line, PeopleSoft, Etc.)
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My Five Rules of Forms and signatures

• Have a system!
• Work with the staff and part the tasks up to people that you can trust. Talk to them often!
• People first – Money a very close second!
• Remember - Someone out their thinks that their form is the center of the universe!
• Watch out for the details – they will get you everytime!

*It is a huge task so remember the old saying... How do you eat an elephant? One bite at a time*