To Sign Or Not To Sign

Gregory Elliott, Chair of the UTSA Department of Art & Art History
### Paper Forms and Electronic (On-Line PeopleSoft) Etc.

**Requiring Signature and or Approval**

1. P.O.I. — Point of Interest Form.
2. C.B.C. — Criminal Background Check.
3. CourseLeaf — Catalog Electronic Approval.
5. Faculty Search Regret/Offer Letters.
6. Mechanical key request.
7. Departmental approval forms (DAF).
8. Staff request for time off.
10. Substitution forms.
11. Add forms.
12. Override forms (Grad and Undergrads).
13. Teaching Practicum forms.
15. Independent study forms.
16. Student Academic and Grade Grievance forms.
17. Audit course forms.
18. Challenge Examination forms.
19. Change of Grade form.
20. Scholastic Dishonesty forms.
21. Permission for Enrolling In an Undergraduate Course While a Graduate.
22. Permission for Enrolling In a Graduate Course While an Undergraduate.
23. Permission for Post-Baccalaureate Students to Enroll In Graduate Courses If Admitted At the Undergraduate Level.
24. Senior Seminar forms (ART only).
26. Charts of Accounts (COA) Maintenance Request as per need of new budgetary accounts for department.
27. 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.
28. Request for One Time DBT (department budget table) Funding Change.
29. Fiscal Management Sub-Certification - Year End Closing.
30. Wire Transfer Request.
31. Deposit Transmittal Form - Funding going in to our accounts for travel, etc.
32. Tenant reference forms (new faculty and Graduate students most often).
33. Studio Access Request.
34. Performance Evaluation Review Form - Staff Position.
35. HR Compensation - New Position Justification Form, Salary Staff/Faculty Supplementation.
36. HR Day One - DAF Form - Hire, Rehire, Faculty Contracts, New Positions, Modify Positions, Pay Rate Change, Job Record Change.
37. HR Faculty Separation/Termination - Resignation letters.
38. Confirmation of employment requests/forms.
40. Removal of Equipment.
41. Surplus Property Turn-in forms.
42. Purchase Reimbursement Form – Expense Reports (Paper).
44. Supplier Information Form (SID) – Vendor to get paid.
45. Acceptance of intent to Retire notification (letters).
46. Expense Reports (On-line PeopleSoft).
47. Non-PO Vouchers (On-line PeopleSoft) – Make payments to Vendors, Cuevas, Memberships, etc.
48. Petty Cash Form (Paper but turning into digital).
49. Procard Logs (Paper and On-line PeopleSoft).
51. Cell phone exception and stipend forms.
52. Instructor drop policy authorizations.
53. Medical leave authorizations.
54. Department approval enrollment forms.
55. UT Share to Rowdy exchange approvals for requisitions and P.O.s.
56. Worklist approvals (SharePoint).
57. Promotion and Tenure, CPE, and PPE documents and coversheets.
58. Exhibition contract forms.
59. Travel authorization forms.
60. MA and MFA thesis forms.
61. FERPA Waiver acceptance form. Faculty, Staff, Student (Often requires multiple forms – student travel insurance etc.)
62. Speaker, Participant, Services agreements
63. Lab safety Correction Reports (studios).
The University of Texas at San Antonio
OFFICE OF THE REGISTRAR
ADD FORM
Submit completed form to One Step 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 JFL 1.01.04 and Downtown Campus at FS 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 2016
CRN: 30469
Subject: ART
Course #: 1143
Section #: 031
Student Signature: [Redacted]
Date: 1/13/16

STEP 2: Approval Signatures up to close of business day on Census Date
Advisor Name: [Redacted]
Signature: [Redacted]
Date: 1/12/16
Instructor Name: [Redacted]
Signature: [Redacted]
Date: 1/12/16
Dept Chair Name: Gregory Elliott
Signature: Not Approved
Date: 01/08/16

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
Signature: ____________
Valid Through 5pm On This Date: 
OR
Dean of Graduate School Name
Signature: ____________
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 52. 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
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 JP1 1.01.04 and Downtown Campus at PS 1.500

STEP 1: Student Information and Signature

Student's First Name: _______________ Middle: ___________ Last: _______________
myUTSA ID: 13127283 Telephone Number: __________________________
Term: ☐ Fall ☐ Spring ☐ Summer Year: 2016
CRN: ☐ Subject: WAU Course #: 1033 Section #: 5

Student Signature: ___________________________ Date: 8/23/2016

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 Add/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 552.23 of the Texas Government Code, you are entitled to receive and review this information. Under Section 88.004 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: _______________

OFFICE USE ONLY

Fiscal Services Stamp for pre-payment:
(Only necessary after Census Date)
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: [Redacted]
Last: [Redacted]

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

CRN: 1505
Subject: ART
Course #: 4113
Section #: 01
Will any of the work listed below be carried out in a laboratory? Yes ☐ No ☑

Instructor's Name (printed): Chasity Blizzard

Description of topic to be studied:
- 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: 8 times per semester

The 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 date!

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

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.

SIGNATURES:

Student (signature) / print name Date: 08-10-16

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

[Signature] / [Print Name] Date: 08-11-16

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

Department Chair (signature) / print name Date: 

Dean's Office (signature) / print name Date: 

This form is available at utsa.edu/registrar/forms.html (Rev.022213)
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*