
To receive registration permission to enroll in MGT 4893 and/or MKT 4893 or ACC 4163 or FIN 4893 you must meet the following requirements:

1. Applied for graduation via the on-line system. Double majors must complete the paper graduation application available on the Registrars website. The deadline to apply for graduation is April 15 for Fall and November 15 for Spring. Feb 15 is the deadline for summer if you plan to attend the spring commencement or June 15 if you plan to attend the commencement in the fall.

2. Be declared in your major and minor (if pursuing a minor).

3. Review and sign the Registration Permission Request Form for enrollment into MGT 4893 and/or MKT 4893 or ACC 4163.

4. For Management (MGT) 4893: Completed or currently registered for MGT 3003 – Business Communications and Professional Development. This course must be completed successfully before MGT 4893 can be taken. Concurrent enrollment will NOT be allowed.

5. For Marketing (MKT 4893): Completed MKT 3013 – Principles of Marketing, senior standing and 15 additional semester credit hours in Marketing coursework. *IF you will be taking this class before your graduating semester you may request registration permission before you have applied for graduation. Submit the Registration Permission Request Form ONLY and indicate this reason.

6. For Accounting (ACC 4163): Required for 08-10 catalog. A grade of C or better in all preceding accounting courses. Take last semester. Not offered in summer.

7. For Finance (FIN 4893): Required for 10-12 catalog. Prerequisites: FIN 3023, FIN 3033, and FIN 3313 with grade of “C” or better in each course, ACC 3023, senior standing, and 3 hours of additional finance electives.

8. SUBMIT THE FOLLOWING TO THE ADVISING CENTER:
   A signed copy of the Registration Permission Request Form along with the confirmation number of your on-line Graduation Application.
   Both must be submitted together to process your request – NO EXCEPTIONS.
   Please allow four weeks to process your request

If the above requirements have been met we will notify you by email. An updated copy of your degree plan will be emailed to you and we will grant you registration permission to enroll in either MGT 4893 and/or MKT 4893 or ACC 4163 or FIN 4893. This permission will allow you to register via the web into any open section of MGT 4893 and/or MKT 4893 or ACC 4163 or FIN 4893 for the requested semester. Only one semester may be requested.

Note: If you are unsure that you have met the requirements to graduate, please run an Unofficial Degree Evaluation On-Line. All requests MUST be submitted and cleared prior to the start of classes.
College of Business Registration Permission Request for:

Indicate with a (✔):  ☐ Spring  ☐ MGT 4893 – Management Strategy and/or
☐ Honors College  ☐ Summer  ☐ MKT 4893 – Marketing Strategy
☐ Athletics  ☐ Fall  ☐ ACC 4163 – Contemporary Issues in ACC Strategy
☐ Bilingual Business Certification  ☐ FIN 4893 – Cases & Problems in Finance

Graduation Application Confirmation No. ____________________________________________

Please review this form and sign below indicating that you understand and will comply with the following:

* All B.B.A. students must take MGT 4893, Management Strategy, in their semester of graduation. Marketing majors must also take MKT 4893, Marketing Strategy, in their final semester. Accounting students under the 08-10 catalog and forward take ACC 4163 their final semester. Finance students under the 10-12 catalog and forward take FIN 4893 their final semester. Students must obtain registration permission from the Advising Center to enroll in MGT 4893, MKT 4893, ACC 4163, and FIN 4893.

* Catalog of graduation: The catalog under which you first enrolled at UTSA. Expires 7 years from the date you enrolled under that catalog.

* Transfer credit: Only 66 hours of Junior/Community College course work can be applied to your degree plan. More hours can be transferred to UTSA but ONLY 66 hours can be used toward your bachelor’s degree.

* Grades: (See UTSA Information Bulletin for comprehensive details).
  Grade of “IN” (incomplete) must be made up no later than the end of the final examination period one year from the semester the incomplete was received and before the student’s graduation. If the work is not completed within this time, the “IN” is automatically changed to a grade of “F” or “NC”. Students cannot be cleared for graduation with a grade of incomplete.

* Repeating Courses: Grade replacement policy varies (a) for courses taken at UTSA in which grades of “D” or “F” were earned, and (b) the courses are repeated at UTSA and higher grades are earned. Check with advising office for more information. NOTE: Previous grades remain on official transcripts. Higher tuition will be charged for courses taken more than two times since Fall 2002.

* Residency requirements for graduation:
  1. A minimum of 25% of total semester credit hours required for bachelor’s degree must be completed in residence at UTSA.
  2. Of the final 30 hours, 24 hours must be taken at UTSA.
  3. Complete a minimum of 30 semester credit hours of UTSA courses for each bachelor’s degree sought beyond the first.
  4. A minimum of 39 upper division hours must be completed, 18 of which must be taken at UTSA.
  5. A minimum of 6 upper division hours in the major must be completed at UTSA.
  6. A minimum of 6 upper division hours in the minor must be completed at UTSA.

* Must be a declared in the major you intend to graduate with (example: BBA in Accounting).

* Minors: If pursuing a minor, you must complete the required coursework and “add” the minor to your student record by completing a Request for Change of Degree/Major, Dual Degree, Minor form. If you decide to no longer pursue a declared minor, then you must “delete” the minor from your student record by completing the form mentioned above.

* Grade point average requirements for graduation:
  1. A minimum 2.00 GPA in the major/minor, in UTSA coursework, COB courses and in cumulative coursework (all catalogs).
  2. Participation in the graduation ceremony with honors has special requirements. See an academic advisor.

* Students must apply for graduation by the publicized deadline date (April 15th for Fall, November 15th for Spring and February 15th for Summer). Apply Online via the ASAP system.

  * All outstanding transcripts of college coursework and/or CLEP scores must be sent to the Office of Admissions and evaluated prior to clearance for graduation. All petition requests and course substitutions must also be approved and processed. It is the student’s responsibility to make sure that any adjustments to the degree plan are completed at least 4 weeks prior to the end of the term in which you plan to graduate.

  * Student is responsible for complying with his/her catalog requirements to include course prerequisites and for complying with the provisions of the current UTSA Information Bulletin and each semester’s Schedule of Classes and Registration Instructions.

Student Name (please print) ______________________________________ ID # ______________________

Student Signature ____________________________________________________________

Degree and Major __________________________________________ Minor __________

Student’s Preferred Email Address ________________________________

Current Phone Numbers __________________________________________

Revised: October 2011